



Director of Housing and Residence Life Housing

HSE/1

JOB SUMMARY

This position directs the college's housing and residence life functions and programs.

MAJOR DUTIES

- Develops and revises residence hall policies and procedures.
- Enforces college rules and regulations.
- Responds to and assists with emergency situations, including after-hours emergencies.
- Plans and supervises residence hall expenditures.
- Supervises the activities of residence life/student housing offices.
- Counsels students having difficulty adjusting to residence hall life.
- Plans and coordinates programs and activities for residents.
- Coordinates the application process for residence hall staff selection.
- Adjudicates disciplinary cases involving residence hall regulations.
- Coordinates and plans the housing assignment process.
- Recommends and assists in the planning, new construction and maintenance of student housing.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of residential life program management principles.
- Knowledge of student disciplinary policies and procedures.
- Knowledge of residential building maintenance schedules and principles.
- Knowledge of emergency response protocols and procedures.
- Knowledge of supervisory principles and practices.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Student Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include relevant federal regulations, the student code of conduct, University System and college policies and procedures, and the residence hall guide. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The necessity of responding to unforeseen and emergency situations contributes to the complexity of the position.
- The purpose of this position is to direct residence life operations for the college. Success in this position contributes to the delivery of efficient and effective residential life services to college students.

CONTACTS

- Contacts are typically with co-workers, other college employees, vendors, contractors, students, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects and utilizes the sense of smell.
- The work is typically performed in an office and a residential facility.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Director of Resident Life (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.