



Assistant Director of Housing & Residence Life Housing

HSE/2

JOB SUMMARY

This position assists in directing the college's housing and residence life functions and programs.

MAJOR DUTIES

- Maintains residency in an assigned residential community to enforce policies and procedures and provide assistance to students.
- Manages all aspects of the recruitment, selection, training, programming and evaluation of staff.
- Assists in the development, implementation and modification of residence hall policies and procedures.
- Coordinates room assignments, summer housing, camp housing, and the room change process.
- Enforces residence hall rules and regulations.
- Plans and coordinates residence hall programs, activities and services.
- Enforces college rules and regulations, including the student code of conduct.
- Responds to after-hours residence life emergencies.
- Promotes and markets residence life through events and publications.
- Coordinates maintenance and repair needs with appropriate college staff.
- Maintains related files and records.
- 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 Director of Residence Life assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the student code of conduct, University System and college policies and procedures, and residence hall rules and regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and management duties. The necessity of responding to unforeseen and emergency situations contributes to the complexity of the position.
- The purpose of this position is to assist in directing 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, students, parents, 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 sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light objects, climbs ladders 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 assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate 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.