

Associate Director, Housing and Residential Life

Job Code 00001347

General Description

Responsible for providing managerial and technical support and supervision in the areas of facility management, budgeting, planning, custodial services, risk management, employee training and development, safety, technology, residence hall management, policies and procedures, training and development, college days, assessment, academic initiatives and policing to Residence Life.

Examples of Duties

Manage the provision of custodial and maintenance services to residence halls and apartments.
Develop and implement department master plan for facilities.
Coordinate and implement renovation budget.
Develop and manage operations budgets, billings, and assessment of damages.
Maintain the supplies inventory.
Coordinate police services for residence hall door access program.
Supervise and evaluate staff.
Prepare, negotiate, administer and evaluate contracts.
Prepare reports and specifications.
Assist in the coordination of computer access to residence halls and apartments.
Inspect facilities and manage key control system.
Manage departmental risk management program.
Manage the provision of wellness programming and discipline processes in the residence halls and apartments.
Develop and manage residence hall, programming and training budgets.
Manage the daily operations of the Crimestopper program.
Manage the provision of assessment services to the department.
Manage the provision of employee development and training to the department.
Manage feedback to food service contractor.
Manage the Residential College program and academic retention measures to residence hall students.
Respond to requests for information.
Manage critical response to student crisis situations.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Basic mechanical and engineering concepts; basic construction standards, codes, laws and regulations; basic business administration principles and practices; higher education theory, trends, structure and law; assessment practices.

Skill in: Preparing reports, documents, contracts and interacting courteously with hostile members of the public; establishing rapport with others; supervising the work of others, motivating others, analyzing client needs, identifying and enforcing contract requirements; mediate disputes among

employees; intermediate computer skills; identifying consequences and methods for resolution; prioritizing workload.

Ability to: Understand policy and procedure manuals, legal documents and contracts; perform intermediate math; give effective presentations to staff; work under pressure with short deadlines; counsel students and staff members; troubleshoot problems and issues and coordinate crisis response; lead and supervise staff.

Educational Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements

Bachelor's degree.