

## **Assistant Director, Housing and Residence Life**

### **Job Code 00001249**

#### **General Description**

Responsible for coordinating all aspects of the administrative duties for the contracts and assignments area of Residence Life.

#### **Examples of Duties**

Coordinate and oversee the contract and deposit processing for Residence Life.  
Assist in the marketing efforts of the department.  
Supervise housing assignments.  
Assist in the development of budgets and monitor budget expenditures.  
Compile data on housing reservations.  
Read, evaluate and respond to correspondence.  
Coordinate the summer conference schedule and housing assignments.  
Coordinate athlete housing assignments.  
Coordinate guest housing during the academic year.  
Review and approve off campus requests and contract lease requests.  
Review legislative actions as related to Residence Life.  
Confer with students and parents concerning housing options.  
Participate in long range university and department planning.  
Oversee implementation of the RMS database.  
Oversee management of departmental website.  
Supervise staff.  
Develop programs and presentations.  
Perform other duties as required.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Policies and procedures as they relate to the assignments area; Texas State standards and procedures for housing and apartments; laws concerning rental property and apartments; higher education; NCAA regulations concerning housing and athletes.

**Skill in:** Preparing reports, letters and proposals; creating brochures and marketing materials; working as a team member on most tasks of job; interacting courteously with hostile members of the public; effectively directing the work of others; establishing rapport with variety of clients; using computer software.

**Ability to:** Understand written job instructions; read correspondence and requests; interpret data in graphs and charts; perform basic math; explain policies and procedures regarding residence halls, off campus requests, contract releases, and deposit forfeitures; prepare and conduct training on interpersonal issues, administrative processes, and customer service.

**Experience and Education**

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.