

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

### **Job Code 00001015**

#### **General Description**

Responsible for all phases of the total operation of University Housing facilities, programs and operations.

#### **Examples of Duties**

Develop and implement department strategic plan.  
Develop and coordinate departmental and system wide budget.  
Assist in the development of room and board rates.  
Supervise full and part time staff.  
Respond to staff, parent and student calls and inquiries.  
Provide staff development opportunities for staff and students.  
Monitor food service contract, attend food service meetings, and determine appropriate avenues for student/staff responses to food service concerns.  
Develop and implement a department assessment plan.  
Conduct appeal reviews of actions resulting from decisions of area supervisors.  
Articulate residence life philosophy and standards through presentations for the Admissions Office.  
Formulate academic assistance plans and other housing options that will assist in the students' overall development.  
Develop master plan for facility upgrades, renovations and computerization of the housing system.  
Perform other duties as assigned.

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

**Knowledge of:** Higher education and student development theory; laws, guidelines, and policies related to all aspects of housing; housing philosophy and standards; of due process, judicial, and legal rights.

**Skill in:** Interacting with people, mediating disputes, and establishing rapport with a variety of departments, staff, and students; resolving complaints from customers; listening and making appropriate referrals.

**Ability to:** Understand policy and procedures; interpret complex materials, and to comprehend large a large volume of information; analyze large amounts of data; prepare reports, documents, plans and evaluations; maintain budget; utilize a computer and software applications in order to manipulate figures; work under pressure with short deadlines; articulate residence life philosophy and standards and present information; formulate written plans and proposals; lead and supervise both full time and part time staff and students; effectively evaluate personnel.

**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**

Master's Degree.