

Sul Ross State University
Position Description

Official Title: Assistant Director Residential Living

Salary Group: 9

Job Code: 3620

Summary

Function: Responsible for day-to-day management of either the Residence Halls or Apartments/Family Housing with live-in responsibilities. He or she is a dynamic individual able to reach out and assist students in a variety of ways to maximize their total development.

Duties

Essential: Assistant director - assist with the overall departmental functions, office operations, administrative procedures, staff selection and on-going training of student staff, promoting staff development, implementing and enforcing policies and procedures, recognition and evaluation, attends and plans weekly student staff meeting, monitoring student staff duty hours, job performance & effectiveness, and conducts bi-weekly health and safety checks for his or her area.

Hall Director - Responsible for the administrative management of all aspects of his or her area; maintains a high level of student contact and availability; Walk his or her area on a regular basis; works with the staff and residents of his/her area individually and in groups in areas such as programming, counseling, crisis/conflict management, advising, and discipline, as well as work with other college offices to ensure the delivery of essential services; promotes student involvement in activities, responsible community behavior; building community and cooperation among residents; serves as "on-call" personnel for Residence Life on rotating basis for week nights and weekends. Discipline - Clearly communicates university policies to staff and students; Assist Resident Assistants in confronting students who violate policies; Supervision - Provides support, instruction, resources, and assistance to Residents Assistants in carrying out their duties; Responsible for training, supervising, and evaluating Resident Assistants. Administration- Responsible for all administrative operations to include budget management in their areas, checking residents in/out, occupancy/assignment procedures after initial room assignments, reporting maintenance concerns, damage assessments, inventory records, safety and security in the building, accurate records/files, routine reports, and staff meetings.

Staff Development & Programming - Responsible for the Residential Living overall coordination of either Programming or Staff Development. Programming - Stimulates and participates in academic, cultural, recreational, educational, personal development, and social activities in his or her area. Advises and promotes the Residence Hall Association (RHA) assisting with their projects and programs; works with Resident Assistants to develop and provide a balanced variety of educational, social, and recreational programs; keeps residents informed about activities and events happening on campus; assists with events involving residents such as Welcome Week, intramurals, Orientation, etc.; provides a monthly, semester and annual reports of the activities held. Staff Development - Coordinates staff selection and training of student staff; Coordinates monthly in-service training sessions to develop the staff's skills and knowledge; Promotes staff development through workshops/conferences, recognition; Conducts one on one meetings each month with student staff; Develops and updates the staff job description and manuals.

Education

Required: Bachelor's degree

Preferred: Master's degree in student personnel, higher education, counseling, or related field.

Experience

Required: One or more years experience in residence life including live-in experience.

Preferred: Two or more years prior professional residence life experience.

Working Conditions

Usual: Exempt from overtime provisions; irregular hours including evenings and weekends; travel with student groups; position is Security Sensitive

Benefits: salary, apartment, and board

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: April, 2006