

**Job Title:** Housing Director  
**Reports to:** Vice President & Dean of Student Services  
**Terms:** Hourly

### **Job Summary**

Reporting to the Vice President & Dean of Student Services, the Housing Director provides leadership to a residential community of approximately 300 - 400 students in residence halls and apartments. The Housing Director position is responsible for developing an atmosphere that promotes academic achievement, personal development, and an inclusive community.

### **Responsibilities**

#### A. Intervention and Referral

##### 1. Develop Individual Contact with Students

- a. Create a positive learning experience, ensuring that the residential experience actively contributes to the learning outcomes of the college.
- b. Initiate contact on a regular basis with students and become familiar with all students living in campus housing.
- c. Be available to students who have concerns and problems
- d. Establish a system so you or Resident Assistants can always be contacted.

##### 2. Resource and Referral

- a. Utilize individual contacts and meetings with Resident Assistants to identify student concerns.
- b. Be prepared to refer students to the appropriate resources, aiding students in decision-making concerning personal and campus issues (room changes, health, financial aid, registration).
- c. Have working knowledge of community and campus departments for referral of emotional or health problems that may arise within the hall.
- d. Provide options and choices without dictating direction.

##### 3. Crisis Intervention

- A. Be prepared to intervene in a crisis situation by being able to define an emergency, respond appropriately, and discern wisely when additional professional staff and Campus Security should be called for confrontation support.

#### B. Staff/Student Leadership Development

1. Supervise a staff of 3-5 Residents Assistants and share in the team development of the campus RA staff.
2. Provide guidance and assistance to Resident Assistants in handling situations
3. Provide ongoing feedback and evaluate RA performance.
4. Hold weekly meetings and regular individual meetings with each RA.
5. Work with college faculty, staff and administration in areas that affect students living on campus.

6. Recognize and encourage potential campus leaders and assist in training students in their leadership roles.
7. Meet with Vice President & Dean of Student Services, Campus Security, and Assistant Athletic Director to discuss campus situations, promote cooperative activities and share ideas.

#### C. Administrative Responsibilities

1. Develop Duty Schedule with RA's and approve any changes
2. Hold dorm meetings once a month, or as needed.
3. Coordinate all procedures to ensure the effective opening and closing of campus housing at appropriate times throughout the academic year.
4. Coordinate and follow through on all records pertaining to the overall maintenance of the housing facilities.
5. Maintain appropriate records of student room assignments, housing damages, housing violations, and monetary fines assessed to students.
6. Report any breaches in housing safety or security (doors and windows that cannot be secured, inadequate lighting, fire equipment etc.)
7. Monitor vending machines and laundry equipment, reporting any damage or theft to Campus Security and Vice President & Dean of Student Services.
8. Keep RA's informed of administrative policies and procedures that would affect any aspect of their positions.
9. Complete any additional task as designated by the Vice President & Dean of Student Services.

#### D. Community Development

1. Support and advocate for diverse people and lifestyles.
2. Provide leadership to staff and students in the development of a community based on the recognition of and consideration for, the rights, property, and privileges of one another.
3. Anticipate potential student problems and assist students in searching for possible solutions to them.
4. Assist students in the development of functional community guidelines, and encourage students to make a commitment to live by these guidelines.
5. Develop a sense of trust and sincerity between staff and students.
6. Serve as a role model for students and staff members in meeting position responsibilities and expectations.

#### E. Conduct and Citizenship Education

1. Communicate to the students the college's policies, procedures and regulations outlined in the Student Code of Conduct handbook, and encourage them to share in the responsibility of enforcement.
2. Encourage students to take responsibility for their own actions.
3. Provide direction for RAs in confrontations, intervention, and documentation.
4. Coordinate all conduct system paperwork and communicate regularly with the Vice President & Dean of Student Services.

**F. Departmental Expectations**

1. Share input for policy making and implementation with the Vice President & Dean of Student Services.
2. Keep Vice President & Dean of Student Services apprised of pertinent information regarding the overall wellness of community members.
3. Preside over RAs meetings, usually held once a week.
4. Assign RA duty rotations for room inspections monthly.
5. Establish Move-in and Move-out process for student residents.
6. Develop, implement, and practice safety evacuation procedures for all students in housing.

**G. Campus Involvement and Time Commitment**

1. Be available to college administration, campus security, and college maintenance and custodial personnel at all times.
2. Be or have RAs available to students during daytime and evening hours.
3. Be on campus during the week and weekends when students are moving into and/or out of student housing.

**Qualifications, Training and Experience**

- Bachelor's Degree or higher required.
- Experience in student services, education or related fields.
- Ability to create and maintain professional relationships.
- Workplace attendance is essential for job function.
- Ability to work full time is essential.
- Required to be collegial, respectful, and professional with faculty, staff, and students at all times.
- Performs other related duties as assigned.
- Personnel Management Skills
- Appropriate writing and editing skills
- Computer Knowledge
- Respect for confidentiality of materials processed
- Organizational Skills

**Desired Qualities and Characteristics**

- Excellent public relation, organizational skills, communication and interpersonal skills.
- Must be service-oriented, promote excellence, and embrace a commitment to professionalism.
- Demonstrate sensitivity to the needs of students, faculty, and staff from a variety of backgrounds.