

Sul Ross State University

Position Description

Official Title: Director of Residential Living **Salary Group:** Unclassified (4) **Job Code:** 1620

Summary

Function: Provide leadership for the administration of all aspects of the residential living program for such areas as facilities management, budget management, residents, services, activities, policies, and staff.

Scope: Residential living provides various types of housing facilities for approximately 700 students. This includes two modern residence halls with 488 beds, a traditional residence hall with 107 beds, 60 efficiency apartments, and 40 two-bedroom units for "Lobo Pack" housing. The staff includes an Assistant Director, and a Housing Business Services Manager as full time employees. A part-time Hall Director and student staff composed of office assistants, resident assistants, and maintenance assistants fill the remainder of the departmental staff.

Duties

Essential: Responsibilities include: facilities upkeep, management, and recommendations for improvements; accurate data reporting; processing assignments, staff selection, supervision, and training; enforcing policies and procedures and recommending changes; developing handbooks, and promotional materials; maintaining the departmental website; assisting the Dean's Office in the disciplinary process; assessing and addressing the needs of residents in all types of housing facilities; overseeing fiscal management of comprehensive budget including generation of income; maintaining housing reports; coordinating housing elements for guest housing, recruiting visits and events; supervising the assistance animal application process; collaborating with university departments and off-campus groups, as necessary; sharing weekend and night on-call duties, serving on university committees. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Additional duties, as assigned.

Non-Essential: Serve on University committees.

Supervision

Received: From the Dean of Students

Given: To Assistant Director, Housing Business Services Manager, and part-time Hall Director

Education

Required: Bachelor's degree.

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

Experience

Required: Three years leadership experience in residential housing departments.

Preferred: Student Life administration experience, understanding of small college residence life programs, experience with LLCs, experience with various types of housing facilities. Working knowledge of student information system (s); and Simplicity residential living software or similar housing software.

Equipment/Skills

Required: Candidate must: be detail-oriented and successful with time management; function with strong written and oral communication skills, understand Student Development theory, exhibit ability to interface at all levels with campus officials, be computer literate in terms of personal computer

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Working Conditions

Usual: Maintain office hours 8 am -5 pm Monday through Friday during all times that the University is open and serve after hours on-call rotation (adjustments per approval of Dean); exempt from overtime provisions. Position is Security Sensitive.

Special: Weekend and evening time are required for programs, special events, emergencies, opening and closing of facilities at beginning or ending of terms, staff training, and supervision of occupied facilities when the University is closed.

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

Date revised: March 2022