

ALCORN STATE UNIVERSITY

Position Description Form



School/ Division	Student Affairs		
Department	Residential Life/Housing		
Position Title	Director of Residential Life/Housing		
Reports to	Vice President for Student Affairs		
Salary Range			
Position Type:	FLSA Status	Job Status:	Position Work Schedule:
<input type="checkbox"/> Faculty	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> 12-Month
<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Nonexempt	<input type="checkbox"/> Part-time	<input type="checkbox"/> 9-Month
<input type="checkbox"/> Bi-Weekly		<input type="checkbox"/> Retiree	<input type="checkbox"/> Less Than 4½ Month
		<input type="checkbox"/> Intern	
CONTACTS			
Vice President for Student Affairs (601) 877-6380			
GENERAL DESCRIPTION			
<p>The Director of Residential Life/Housing is responsible to the Vice President for Student Affairs and is accountable for providing leadership for the day to day operations of Residential Life/Housing which includes (9) residence halls which service approximately 1,500 on campus students. The Director of Residential Life/Housing must provide housing that is conducive to learning, comfortable, environmentally safe, aesthetically appealing, and to develop academic and social awareness that is conducive to enhancing the Quality of Life for all students.</p>			
WORK EXPERIENCE REQUIREMENTS			
<p>A Minimum of five years experience in higher education and or Student Affairs Activities.</p>			
EDUCATION REQUIREMENTS			
<p>A minimum of a bachelor's degree, extensive knowledge of principles and practices in various areas as a comprehensive student affairs program; through knowledge of administration, counseling, or related field, with preference given to a master degree.</p>			
PHYSICAL REQUIREMENTS/ DEMANDS			
<p>Must be in good physical and mental condition and must be frequently available on 24-hours call.</p>			

RESPONSIBILITIES

1. Direct all initial room assignments, and maintain records concerning residence hall occupancy.
2. Serve on University committees as may be assigned by the Vice President for Student Affairs and President.
3. Direct and coordinate planning sessions for the effective utilization of space and facilities of residence halls.
4. Coordinate service and activities associated with the regular maintenance and upkeep of the residence halls.
5. Direct all Activities and Procedures concerning the purchasing of materials, equipment and supplies for Residential Life/Housing.
6. Provide for budget planning, supervision, and implementation for each budget area within the Residential Life/Housing budget.
7. Direct charge sheet for students who are guilty of damaging property within the residence halls.
8. Maintain liaison with campus police for proper security of Residence halls.
9. Establish Policies, rule and regulations governing students living in the residence halls.
10. Make periodic inspection of the residence halls to insure proper maintenance.
11. Conduct "Rap Sessions" with students concerning problems of residence hall living.
12. Direct Staff Meetings with Residential Life/Housing personnel on monthly basis.
13. Assist in developing long range planning for the needs of the residence halls.
14. Make periodic reports on status of residence halls to the Vice President for Student Affairs.
15. Provide for annual evaluation of Residential Life/Housing employees.
16. Maintain records of all on campus students.
17. Coordinate the housing of special groups during summer sessions.
18. Coordinate specification for minor renovations.
19. Participate in planning of all major capital outlay renovation projects.
20. Direct in-service training for all Staff members in the Residential Life/Housing Department.
21. Communicate the goals needs and accomplishments of the Residential Life/Housing Department with University Administration and Students.
22. Review revises and develops Housing Policies and Operating Procedures as needed.
23. Knowledge of computer software using Banner, WordPerfect, Microsoft Office Word, Microsoft Office Excel and PowerPoint.
24. Direct Housing Agreements or Contracts with deposits.
25. Investigate alleged violations against students living in residence halls and take appropriate action.
26. Assist with Crises Response Team.
27. Performs other duties as assigned by the Vice President for Student Affairs.
28. Supervises: Assistant Director Housing, Coordinator of Residential Life, Secretary, Custodian Staff (19), Residence Hall Director (19) Graduate Assistant (13) Resident Assistant (22) and Student Security Guards (26).

KNOWLEDGE/ ABILITIES/ SKILL REQUIREMENTS

Thorough knowledge of Drafting, implement Handbook and enforcing Policies for the Department of Residential Life/Housing. Must have the ability to investigate; prevent crimes in campus Residence Halls. Must have excellent oral and written communicative skills, must provide Training for Office Staff, Hall Directors, Graduate Assistants and Resident Assistants.

- Knowledge of Internet and Internet technology
- Knowledge of Banner
- Ability to provide outstanding Customer Service
- Ability to establish and maintain effective working relationships with employees and public
- Ability to maintain confidentiality of information

APPLICATION: Send letter of application, resume, copy of transcript and three letters of reference to:

Office of Student Housing
Alcorn State University
1000 ASU Drive #239
Alcorn State, MS 39096

Approvals:

Vice President for the Unit

Date

Director of Human Resources

Date

