

JOB INFORMATION

Effective Date	10/25/2021
Job Code:	2361
Job Title:	Director, Residence Life
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Student Housing
Job Family:	Student Housing
Job Summary	The Director of Residence Life will serve as the senior housing officer and works closely with the Dean of Students in facilitating a safe, comfortable, and welcoming residential experience while creating a physical and psychological environment conducive to academic success. Primarily responsible for leading and supervising a comprehensive residential life program including the development and evaluation of policies, procedures, and goals. Responsible for and provides leadership in the day to day business aspect of a residence life program. Provide direction in building a community that is focused on student development, is culturally rich, socially minded, and respectful of diversity. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act (Clery Act).

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	in College Student Personnel, Higher Education Administration, Counseling, or related field	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	years of full-time residence life leadership in higher education	Required	
Less than 3 yrs	Experience with student judiciary processes	Required	
Considerable	years of full-time University residence life administration	Preferred	
Less than 3 yrs	Experience/working knowledge of RMS/Mercury. Experience with university/college residential/housing management systems	Preferred	
Less than 3 yrs	Experience with student information systems and with student conduct database systems	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Bi-lingual (English/Spanish)	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
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JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Direct daily operations of the department (300 bed building) including developing/administrating policies and procedures, hiring, training, and supervising residence life staff, overseeing budget and billing/collection of housing charges/fees, coordinating housing application process, creating and confirming room and roommate assignments, maintaining student housing records, key distribution, room inspections, security, and closing procedures. Coordinate regular building and community meetings. Develop and maintain university-wide relations with Facilities, Police, Counseling, Health Services, etc. Responsible for summer conference housing as the need develops. 	25%
<ul style="list-style-type: none"> Provide policies and procedures interpretation; enforce all student code of conduct and housing policies. 	15%
<ul style="list-style-type: none"> Provide leadership for and coordinates residence hall social, educational, cultural, service, and recreational programs and workshops. 	15%
<ul style="list-style-type: none"> Assist hall staff in mediating roommate conflicts and following-up on student issues and concerns. Respond to emergency situations including issues regarding adjusting to campus life, roommate issues, threat of suicide, eating disorders, substance abuse, etc. Is an on-call position, living off-campus. 	15%
<ul style="list-style-type: none"> Develop and create housing publications, orientation materials, and website and social media presence. 	15%
<ul style="list-style-type: none"> Coordinate on-going assessment and evaluation of residential student learning outcomes, resident satisfaction and retention rates, and needs assessment. 	5%
<ul style="list-style-type: none"> Serve on the CARE Team (Crisis Awareness and Response Emergency). Assists in coordination of hurricane/weather evacuation; travels with students to evacuation site. 	5%
<ul style="list-style-type: none"> Perform other duties as assigned by the Dean of Students and Associate Vice President for Student Services. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description