POSITION TITLE: Associate Director of Housing & Residential Life for Housing Operations

ADMINISTRATIVE RANK: 4

INCUMBENT:

Under the supervision of the Director of Housing and Residential Life, the Associate Director assists in the administration of the total Housing Program by performing these functions.

1. Assists in the overall operation of the Department of Housing & Residential life, to include staff training, staff supervision, policy development and student engagement/retention.

2. Assumes responsibility for the room selection and assignment process including oversight of housing applications and deposits, opening/closing of residence halls, winter and summer housing, roommate matching, assignments, billing, waiting lists, room changes, housing withdrawals, meal plans, management of information, communication with students and interface with other campus departments.

3. Implements and manages housing assignment software to include training staff, interface with Banner and IT staff; and, produces reports as necessary.

4. Collaborates with various University departments, including Facilities Management & Planning, Card Services, Bursar, Financial Aid, Registrar, AccessAbility Services, Health Services, etc. to ensure the successful operation and administration of Housing & Residential Life as it pertains to housing occupancy.

5. Maintains accurate records of residence hall occupancy and provides data, statistics, and related reports as needed.

6. Coordinates utilization of residence halls by summer conference groups and other guests in collaboration with the Office of Institutional Advancement/University Events.

7. Works with the Director of Facilities Management and Planning and staff to coordinate summer facilities housing projects.

8. Facilitates Housing & Residential Life marketing efforts including drafting and editing publications; represents the Department at student recruitment and orientation events, and updates and maintains the Department’s webpages.

9. Remains up to date regarding policies, laws, and regulations pertaining to University Housing Operations, for example immunization regulations, ADA, FHA, Clery reporting, FERPA, etc.

10. Manages various departmental committees as well as serves on other University committees as required.

11. Serves as on-call staff member for the Office of Housing & Residential Life as required.

12. Assumes overall responsibility for the Department in the absence of the Director as needed.
13. Performs other duties and responsibilities related to those enumerated above that do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Four years experience in higher education; preferably in Housing & Residential Life. Bachelor’s Degree required; Master’s Degree preferred. Demonstrated strong oral and written communication and organizational skills required. Demonstrated ability to utilize Microsoft Office Suite computer programs and enterprise software such as Banner and housing software. These qualifications may be waived for individuals with appropriate alternate experience.

11/11/87
12/2/2003: Edited
10/28/2021: Revised

Tracking# 21111801GC
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