

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB DESCRIPTION**

TITLE: Assistant Director, Residence Life

EEO CATEGORY: Administrative

JOB NUMBER: 0-2245

STATUS & GRADE: E-13

DATE: 12/2000

DEPARTMENT: Residence Life

EDUCATIONAL & EXPERIENCE REQUIREMENT: Requires a minimum of a Bachelor's Degree in Student Services or related field. Minimum of three (3) years full-time paid experience in a professional capacity. Experience with a residence life program desirable. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Professional level responsible for assisting with the planning organizing, directing, and controlling of the daily operations and personnel within either the Hall Operations or Finance and Accounting areas of the department.

SUPERVISION GIVEN & RECEIVED: Receives minimum supervision from the Director of Residence Life. Responsible for specific supervision of area coordinators and support staff.

PRIMARY RESPONSIBILITIES: Organizes, develops, and manages, with the support of staff and student personnel, specific areas within the scope of the Department of Residence Life. Formulates and recommends policies and procedures. Interprets policies within each area and supervises enforcement of policies to include handling professional level student disciplinary situations. Recruits, interviews, hires, trains, supervises and evaluates professional and support personnel, and supervises student training and development programs. Oversees departmental programming efforts to promote student initiative, growth and development through various leadership opportunities. Compiles budgetary information relative to Residence Life area. Works directly with students, parents, student groups, organizations, departments, alumni, vendors, and others as necessary. Prepares reports, analyses, evaluations, and proposals as required. Assists with developing, modifying, and negotiating contracts. Responsible for development of department publications, marketing and other public relations duties. Serves on committees as needed. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Computer experience necessary. Must possess well developed communicative and interpersonal skills essential to working with individuals or large groups. Working hours may vary as required including occasional evening and week-end work.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.