

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB DESCRIPTION**

TITLE: Director of Residence Life

EEO CATEGORY: Administrative

JOB NUMBER: 0-2246

STATUS & GRADE: E-NC

DATE: 12/1999

DEPARTMENT: Residence Life

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's Degree in student personnel, education, business, or related fields. Master's desirable. Five (5) years experience in working knowledge of building structures, maintenance procedures and custodial operations is very desirable. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To provide leadership in the development and operation of a housing system that will provide for the needs of the students of Sam Houston State University while satisfying state, federal, and university guidelines.

SUPERVISION GIVEN & RECEIVED: Supervises the Assistant Director, Resident Halls Coordinator, and Secretary. Works under minimum direction with desired results indicated in major terms or objectives.

PRIMARY RESPONSIBILITIES: Develops and implements policies for the operation of residence halls that will satisfy the needs of students, parents, the University and other controlling agencies. Liaison with current and prospective students and their parents so as to fully explain our policies and procedures. Develops and control the operating budget of the department, research the financial situation of the department and recommend rental rates that will provide adequate income. Establishes and conduct a system for employment supervision and evaluation of all department personnel to include professional, clerical, and student staff members. Reviews policies and procedures so as to insure compliance with appropriate legal statutes. Liaison with Physical Plant so as to communicate building renovations and improvements and serve as either a supervisor or a liaison person with vendor contractors. Makes recommendations for building usage, including meeting student needs through hall governance, educational, social, and athletic programs. Conducts periodic staff training meetings. Serves on various University committees, such as Student Development and Freshman Orientation. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Other University departments, students, prospective students, parents and local vendors. (eg., contacts, equipment, working conditions, etc.)

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.