

**College of the Siskiyous
Job Description**

Job Title: Assistant Director, Student Housing and Student Activities **FLSA** Exempt

Group: Administrative Support/Management **Salary Schedule:** Administrative Support/Management

Summary:

Under the general supervision of the Director of Student Housing and Vice President of Student Services, the Assistant Director directly oversees the implementation of comprehensive residence hall programs that meet the goals of the Office of Student Housing and College of the Siskiyous and coordinates campus-wide student activities. The Assistant Director is a full-time, 10 month, live-in professional who shall be responsible for helping to build and support a community that encourages a diverse group of residents to grow and develop individually and collectively.

Essential Duties and Responsibilities include the following:

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assess, develop, implement and evaluate programs.

In the absence of the Director of Student Housing, assist with the day-to-day operations of the Student Housing Department, including but not limited to supervising and directing residence hall staff and residents and providing leadership and assistance regarding the enforcement of District policies and procedures.

Assist in planning and facilitating student employee (Resident Advisor) selection and training and provide day-to-day supervision of Resident Advisors.

Respond to student conduct issues; provide leadership, counseling and advising to Residence Hall students.

Coordinate campus-wide student activities in conjunction with student clubs, campus departments, and the community. Supervise Student Government and facets of student life growth and development.

Assist with the creation, revision, and maintenance of manuals.

Coordinate room selection process and prepare residence hall correspondence, including residence hall applications, licenses, payment contracts, and related materials

Establish and maintain appropriate electronic and paper files.

Notify Maintenance of any facility repairs, problems, etc.

Participate in an on call rotation for residence hall coverage for weekdays (5 p.m. – 8 a.m.) and/or weekend hours.

Work with Counseling staff to assist in Student Orientation and in developing follow-up processes for at-risk students.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Establish and maintain cooperative working relationships with faculty, staff, students, and others contacted in performance of duties

Work independently with a minimum of supervision.

Perform other duties as assigned.

Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

- Bachelor's degree and one to two years previous experience working with students in higher education.
- Experience coordinating or directing collegiate level activities and programs
- General knowledge of student development theories, housing management, needs assessment, programming, conflict resolution, group dynamics, and current issues and trends in higher education; multicultural issues and relevant legal issues.
- Experience in leadership development and advising student groups.
- Proven experience in providing counseling, referrals, and crisis management.
- Working knowledge of group dynamics and needs.
- Effective oral, written and interpersonal communication skills.
- Excellent organizational, time management, and leadership skills.
- High proficiency in personal computer systems utilizing databases, word processing, graphics, spreadsheets, to include MS Word, MS Excel, and Netscape and other Microsoft applications.
- Commitment to mutual respect, service orientation, multiculturalism and diversity, community service and institutional excellence.
- Ability to work effectively with an ethnically and economically diverse student body, faculty, and community.
- Ability to work independently and follow through on assigned projects.
- Demonstrated discretion in judgment regarding confidential matters.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Licenses and Certificates:

When using a district vehicle a valid California driver's license and evidence of appropriate automobile insurance based upon DMV regulations may be requested.

Approved: 3/05