

**College of the Siskiyous
Job Description**

Job Title: Director, Student Housing

FLSA: Exempt

Group: Admin. Support/Management

Salary Schedule: Admin Support/Management

Job Summary:

Provides safe and enjoyable living environment for the College students.

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.

Coordinates the overall operation of the District's residence halls.

Provides general supervision of and direction to the residence hall staff; provides leadership and assistance to the staff regarding enforcement of the District policies and procedures.

Develops and implements a training program for resident advisors in coordination with the residence hall directors.

Establishes security measures to protect the physical security of residence hall students. Inspects residence hall facilities for safety and maintenance problems.

Provides leadership in establishing a positive living environment for students and staff.

Reviews and enforces residence hall student discipline. Handles personal and social conflicts between residents.

Maintains and updates residence hall handbook.

Plans work schedules for residence hall staff including summer programs and computer labs.

Plans and supervises residence hall activities.

Develops and monitors residence hall budget.

Performs related duties as assigned.

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

Training and Experience: Any combination of education and experience that demonstrates possession of a Bachelor's degree or an equivalent. At least two (2) years experience in supervision of residence halls.

Knowledge: Knowledge of principles and practices of residence hall management; college policies and procedures; safety codes and privacy laws; accounting procedures; PC and related software.

Ability: Ability to provide leadership in residence hall management; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people; work in a multi-ethnic and multi-cultural environment.

Valid CA drivers license

Physical Effort/Work Environment: 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 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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.

Job Description Approved: 2/11/03