

DIRECTOR OF HOUSING JOB DESCRIPTION

Title: Director of Housing

Date: June 2019

Reports to: Vice President for Student Life

Job Summary: Under general supervision of the vice president for student life, works to create and sustain a healthy and supportive living and learning environment for students. Performs a variety of administrative duties including supervision of student related areas of the residence halls, coordinates the campus disciplinary system in conjunction with the Office for Student Life, serves as chair and/or member on various campus committees, serves as sponsor or co-sponsor of two student organizations, and works closely with the vice president for student life to respond to student concerns, emergencies, and other aspects of student life on campus.

Duties and Responsibilities:

- Performs leadership development by working with hall directors in the selection, training and evaluation of all resident assistants. This includes leading the annual resident assistant training programming prior to the fall semester.
- Plans, implements, administers, and evaluates all functions of Cottey College's housing programs.
- Manages the general operation of Cottey College's housing program including budgeting, communication, programming.
- Coordinates the facilitation and management of all room assignment related tasks including assignments for new and returning students, mid-year room change requests, and effective communication to internal and external stakeholders regarding room assignments on campus.
- Communicates effectively with all stakeholders regarding housing functions including move in, orientation, programming, etc.
- Develops and maintains forms, policies, and procedures pertaining to the housing program in conjunction with the vice president for student life.
- Collaborates with the health services office manager to ensure all students have met their obligations to the College's health and immunization requirements.
- Maintains appropriate student records regarding room assignments, room changes, student conduct, incident reports, maintenance requests and general student intake, as well as logging any fire/smoke events in the residence halls

- Assesses the housing program's engagement, policies, processes, and programs for growth, efficiency, and student learning outcome achievement.
- Conducts program reviews in conjunction with the Office of Institutional Research.
- Chairs the Student Life Orientation Committee. Plans and directs the program to integrate new students into campus at the onset of each academic year.
- Coordinates the college's disciplinary system in collaboration with the vice president for student life.
- Selects and trains the Residence Hall Conduct Board and facilitates its gatherings as needed.
- Collaborates with the director of safety, Clery, and Title IX compliance to oversee campus-wide fire, tornado and other safety drills for the housing program.
- Ensures that all state and federal requirements for safety and training are met on an annual basis.
- Assists in the tracking of and communication of various student safety and well-being data for various university and federal reporting requirements including the Biennial Review and Annual Security Report.
- Coordinates Cottey's suite chair program.
- Oversees the campus carillon.
- Serves in a variety of roles and functions including Campus Security Authority (under the Clery Act) and chair of the Student Life Orientation Committee, as well as serves as a member of Cottey's threat assessment team, Student Tradition Review Panel, Student Life Assessment Committee, sponsor of the baccalaureate class, and co-sponsor of the Student Government Association.
- Assists vice president for student life with biennial updates to the Student Handbook.
- Works closely with vice president for student life to respond to student concerns and emergency situations.
- Provides on-call support in relation to housing related items, as well as transportation issues for students coming to and from campus.
- Maintains a flexible work schedule in order to coordinate and attend evening and weekend events.
- Performs other related duties as required.

Knowledge, Skills and Abilities:

- Ability to work with members of the college community, students, parents, and campus visitors in a caring and professional manner in a wide variety of settings.
- Ability to be flexible in schedule and adapt to change with little or no notice.
- Knowledge of computer software such including Word, Excel, and Jenzabar. Ability to multi-task many different projects on a regular basis.

- Strong organizational skills.
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Credentials and Experience:

- Bachelor's Degree required; Master's Degree preferred in Student Development, Education, Psychology, Counseling, Student Affairs, Student Personnel, Administration, Higher Education or other closely related field.

Special Requirements:

- Willing to work a varied schedule, including evenings and weekends, to accommodate student schedules.
- Willing to work as needed (with little or no notice) to address student situations and emergencies.
- Willing to hold extensive on-call hours for the housing program and institution.
- Class E driver's license.
- C.P.R. and First Aid certified.