

HOUSING MANAGER

GENERAL STATEMENT:

Supervises comprehensive program designed to enhance student growth and development by providing a community atmosphere for resident students.

REPORTS TO:

Director of Student Activities

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree required; Bachelor's degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years related work experience in campus housing or residential life.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Provides leadership training for resident assistants through conducting in-service training, workshops, etc.
- Maintains office hours for consulting with students and also attends student programs and events.
- Supervises physical facilities, including coordinating housekeeping and maintenance requests and repairs.
- Enforces College and residence hall regulations.
- Adheres to all TVCC policy and procedures.
- Maintains recordkeeping system for data on occupancy, health matters, discipline, and room rosters and secures the information for confidentiality purposes.
- Maintains knowledge of developments in field through articles, conferences, workshops, and interaction with other professionals.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to work irregular hours.
- Nights and weekend work required.

HOUSING MANAGER

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 8/2/10

Revised:

JD462