

## **DIRECTOR OF STUDENT RESIDENTIAL LIFE**

### **GENERAL STATEMENT:**

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

### **REPORTS TO:**

Vice President of Student Services

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associate degree; Bachelor's degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two (2) years related work experience.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Provides leadership training 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, and purchase of furniture for resident halls.
- Enforces College and residence hall regulations.
- Maintains recordkeeping system for data on occupancy, health matters, discipline, and room rosters.
- 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.

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*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.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved:*      05/07/96

*Revised:*      04/20/01

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