



DATE ISSUED: 02/08
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Area Manager

JOB SUMMARY

Performs administrative and responsible residence services duties. This position has the primary responsibility for the residential education, facility and risk management, business/administrative management of 2-3 residence halls or one large building comprised of several living communities, with approximately six hundred to eight hundred students. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director of University Housing

Supervises: Residence Director, Residence Hall Desk Clerk, Graduate Hall Directors, Resident Assistants, and Office Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Selects, trains, and supervises full-time Residence Directors and a team of graduate Hall Directors.

Serves as the Safety Officer for the assigned residential area.

Coordinates the scheduling of fire drills and severe weather drills twice each semester.

Ensures accuracy of housing records relating to the students in the assigned residential area. This includes: room assignments, room and hall changes, contract renewal, check-in and check-out, room occupancy clearance forms, occupancy reports, rosters, student/guest billing, and other administrative records related to the assigned residential area.

Serves on the coordinating team for the annual priority sign-up process.

Manages facility maintenance projects/issues and custodial concerns for the residential area.

Serves as a daily communication link between the University Housing Office and the assigned residential area.

Administers the area budgets, including monitoring the area hall council accounts.

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Responsible for budget management and purchasing for the residential area.
Supervises and monitors the maintenance of accurate records for keys and card access.
Directs special program/services within the assigned area such as summer and year-round conference housing, and family housing.
Actively participates in and coordinates the living learning community program(s) in the assigned area.
Prepares weekly, monthly and annual reports.
Promotes staff and student development.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Master's degree in Student Personnel, Higher Education, Counseling, or related field.

EXPERIENCE

A minimum of three years experience in residence life as a Residence Hall Director with supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of current organizational development and business management practices relative to area of assigned work and the entire residence hall operation.

Understanding of university priorities, policies, and procedures.

Ability to work effectively with students, staff, management and administrative officials.

Ability to plan, execute, and evaluate activities to reach long and short term goals of the department and the university.

Effective organizational and time management skills.

Ability to personally evaluate multilevel residence hall facilities, which includes walking stairs and visually inspecting buildings.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to communicate effectively - orally, by phone, in person, and in writing.

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Ability to use a personal computer and other office equipment.

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 must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors primarily in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.