



DATE ISSUED: 09/05

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, University Housing

JOB SUMMARY

Directs the activities and functions for residence life programming and staffing or administrative operations. Next to the Director, has responsibility for all departmental affairs and functions. Responsibilities include planning, coordinating, and directing the activities within the residence hall system. 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: Director of University Housing

Supervises: Area Managers, Assignment Accounts Coordinator, Secretary, Assistant Director for Residential Academic Programs, Family Services Coordinator

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

Interviews, trains, supervises and evaluates supervisory level personnel; and may coordinate this process for the department.

Directs student and staff leadership activities.

Provides administrative direction and guidance to residence life or administrative operations personnel.

Provides direction for family services and/or departmental marketing endeavors.

Directs the living learning community programs within the residence halls, integrating academics and residence life.

Sets logistical plans or priorities; prepares the work program for attainment of goals and objectives.

Confers with university administrators and outside officials to coordinate work, programs, and related needs and follows up to insure continuity and economy of effort and materials.

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Participates in the preparation and justification of financial plans, and promotes fiscal integrity within budgetary constraints.
Communicates with staff concerning policies, planning procedures and goals.
Develops and employs methods and techniques to accomplish assigned work.
Reviews the work of subordinates and resolves technical and managerial conflicts on the basis of established standards and policies.
Provides direction for recruitment and retention initiatives for the residence hall system.
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

Serves on departmental and university committees.
Performs other duties as requested.

EDUCATION

Master's degree in Student Personnel, Counseling, Management or related field required.

EXPERIENCE

Minimum of five years of progressively responsible experience in University Housing or related field.

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

Knowledge of current organizational behavior and student development theories and practices relative to the residence hall operation.
Understanding of university priorities, policies, and procedures.
Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
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 establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
Ability to apply budgetary and fiscal planning techniques within financial constraints.

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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.

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

Ability to respond to emergency situations in a timely manner.

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.

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.

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Employee Signature: _____ **Date:** _____

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.