



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director of University Housing

JOB SUMMARY

Responsible for the total operation of the University Housing department which includes planning, coordination, and direction of all activities within the residence hall system. Has ultimate responsibility for the determination of goals, objectives, and the means to achieve these goals through the management of facilities, services, budgets, and staff. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President for Student Life

Supervises: Has the ultimate responsibility for the supervision of all Housing personnel.

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

Provides vision and direction for the residence life program, administration, and facility management of the residence hall system, to complement the mission and goals of the University.

Administers the operation of traditional, family, and apartment housing including living learning communities, conference housing and a children's after school and summer recreation program. Manages the strategic planning and financial operation of the residence halls including preparation and administration of the budget and recommendation of rates to support the expenditures.

Plans, organizes, and provides administrative direction, in accordance with University Policy, for the maintenance and use of facilities, to include space utilization, construction and renovation.

Provides direction for the development and implementation of recruitment and retention programs in the residence halls.

Provides support and direction for community development and leadership development in the residence halls.

Provides direction for administrative services including assignments, billing and collection procedures.

Maintains a cooperative working relationship and participates in a decision-making capacity with all other University departments.

Interacts with students on advisory boards, in the halls, and in other University settings.

Works with the Board of Regents and the Cabinet regarding Housing and University programs and services.

Sets priorities for resource utilization.

Adheres to workplace safety policies and guidelines.

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 division and University committees.

Performs other duties as requested.

EDUCATION

Master's degree in Higher Education, Business Management, Student Personnel, or a related field required.

EXPERIENCE

Minimum of six years of responsible, supervisory management of a residence halls system operation.

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

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 department and the institution.

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.

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

Effective organizational and time management skills.

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

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 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 primarily indoors. 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.