

Range: 23
Hours/Day: 8 / 3.9
Hours/Week: 40 / 19.5
Months/Year: 10

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Head Resident

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To oversee and provide guidance to students living on-site in community college residence halls; to maintain the general cleanliness, safety and security of the facilities; and to enforce established policies and procedures of on-campus housing. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the general supervision and safety of students living on campus.

SUPERVISOR: Director of Student Housing

TYPICAL DUTIES:

- Performs a safety and security walk through of the facilities every 30 – 40 minutes.
- Assists in providing general supervision of the dormitory students including their adherence to college policies and regulations.
- Writes incident reports regarding infractions of rules, regulations, or policies by students.
- Plans and supervises student activities.
- Maintains and issues all recreation equipment.
- Responds to on-campus housing emergencies.
- Assists in providing a safe, healthy, and orderly environment for students.
- Adheres to residence hall operating procedures.
- Performs light housekeeping and cleaning.
- Operates audio/visual equipment.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

Head Resident

- District regulations governing students in general and specifically on-campus housing students.
- Residence hall management practices.

ABILITY TO:

- Exercise tact, diplomacy, and good judgment in dealing with staff and students.
- Understand the needs and characteristics of community college age students.
- Use sound judgment in tense and stressful situations.
- Carry out duties and directions independently without need of close supervision.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Perform basic computer skills using Microsoft Outlook, Word and Excel.

PHYSICAL REQUIREMENTS:

- Able to climb several flights of stairs every 30 – 40 minutes.
- Standing and walking often, sitting, bending and kneeling some of the time.
- Must be able to lift and carry up to 50 pounds properly.
- Must be able to perform light cleaning; including disinfecting surfaces for bacteria and viruses, and cleaning up human biohazard level 1 discharge using a spill kit, sweeping and mopping; when custodial support is unavailable.
- Must be able to reach over head and stoop and reach; to clean hard to reach surfaces, e.g. tops of kitchen cabinets and inside of ovens etc...
- Must be able to perform repetitive actions, e.g. removing and replacing; DVD movies, administrative binders; mopping, sweeping, wiping surfaces and vacuuming.
- Ability to safely climb up and down a ladder.
- Must be able to operate or learn to operate a 20 pound fire extinguisher.
- Must meet attendance requirements.
- A pre-employment physical may be required prior to first day of employment.

EDUCATION/EXPERIENCE:

- Combination of experience and/or education equivalent to an A.A. degree.
- One year experience in student activities leadership or resident hall living.

Head Resident

- Prior experience in residence hall, group home or apartment complex management preferred.
- Experience in teaching, coaching, counseling, or parenting skills education is preferred.

Revised 10/2013

Board Approved: 11/2013