



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Director of Residence Life		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	20		
HOURS PER DAY:	8		
HOURS PER WEEK:	40		
MONTHS PER YEAR:	12		
REPORTS TO:	Vice President of Student Services or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Director of Residence Life is responsible for the day-to-day development and management of residence halls life and activities that ensures the quality of life, well-being, safety, learning and personal development (beyond the classroom) for approximately 120 students residing in the Residence Halls. Primarily, this job class must positively contribute to the development of a healthy, inclusive residential living environment by intentionally and regularly interacting with resident students. This position supports the educational mission of the College by providing a safe, secure and educational living environment for students, along with delivering social learning opportunities to the students while living in the Residence Halls. Additionally, this job class requires organization, coordination and monitoring of a variety of details related to the District's student housing programs for on campus housing including the writing of contracts, training of staff, and supervision of residents. This job class provides support to the Title IX coordinator and investigator regarding any potential student Title IX violations. In addition, this job class administers direct disciplinary action as a result of violations relating to the Student Code of Conduct and residence halls policies and procedures. Employees in this classification receive minimal supervision within a framework of standard policies and procedures. This job class exercises responsibility for directing and administering the program, including supervising program personnel. This job class supervises the processing of housing applications through and including the fee collection process, and oversees the day to day policies and procedures governing the operation of residence halls. This job class functions at a full supervisory level, is overtime exempt, and requires effective organizational, problem solving, decision making, and budgetary skills.

TYPICAL DUTIES

Essential Functions:

- Organizes, coordinates, directs, and supervises the activities and operations of the District's Housing Program
- Displays and demonstrates high levels of flexibility, open-mindedness, and is responsive and available to student needs

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- Familiar with campus and community resources, and exercises professional judgment to make referrals when appropriate
- Promotes respect for inclusive environment; enhancing academic achievement; guiding community development; promoting responsible behavior; and creating an environment that promotes personal, social, and academic development
- Demonstrated ability to plan, organize, delegate and monitor work activities and to manage multiple projects
- Involves others in the decision-making process, ability to foster effective staff relations and to provide strong team leadership
- Ability to work with a diverse staff in a diverse environment
- Demonstrates excellent crisis management skills and the ability to resolve conflicts between roommates, residents and general living communities ensuring a positive resident environment
- Reads, interprets, and applies policies, laws, rules and regulations pertaining to the Program
- Completes all required state, federal, and college reports
- Prepares the annual area plan and budget and administers within the prescribed guidelines
- Represents the College in a variety of meetings in support of the Student Services, Residence Life and other related activities; maintains liaisons with applicable agencies
- Serves as a resource to others for data, research, special projects, schedules, and other information pertaining to student housing
- Compiles and analyzes data; prepares reports for applicable agencies; publishes and disseminates information
- Resolves issues, provides reports, and ensures project/program objectives and policies are properly implemented
- Directs, supervises, and evaluates the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff
- Develops and implements long range replacement plans for furnishings, equipment and maintenance repairs
- Serves as approving authority for billing and payment exceptions

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- Serves as approving authority for low units and GPA exceptions
- Develops all housing contracts and adjusts as necessary
- Plans and oversees work schedules for classified employees and student workers
- Analyzes and evaluates computerized applications and record keeping systems
- Determines program requirements, and proposes and implements policies within prescribed guidelines. Makes recommendations regarding rules, regulations, and policies in relation to student housing
- Resolves student housing discipline issues and administers sanctions to housing residents. Ensures that all housing behavioral policies and procedures support a productive learning environment and the mission of the College
- Under the direction of the Title IX Coordinator, develops, implements, evaluates policies and procedures related to student Title IX compliance
- Acts as an informational resource in investigations for Title IX issues and reports findings to the appropriate administrator(s)
- Supports the Title IX Committee in all issues relating to Title IX student complaints
- Administers federal, state and local regulations and policies as it relates to Title IX operations and programs
- Conducts disciplinary hearings relating to policy/procedure violations of the Student Code of Conduct. Refers appropriate findings for potential further disciplinary action to the Vice President of Student Services
- Under the direction of the Title IX Coordinator and Director of Student Life, develops and presents appropriate Title IX, VAWA, Yes Means Yes and Clery Act training to staff and students
- Provides coordination with other student services support programs including but not limited to, Admissions and Records, Business Office, Counseling, Financial Aid, DSPS, and EOPS/CARE
- Oversees the wait list of prospective residents; adjusts the occupancy rate in and out of the dormitories throughout the contract period
- Maintains access control and key inventory
- Develops and provides in-service training for housing staff
- Establishes security measures to protect the physical security of occupants and facilities

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- Participates as needed on community committees and related college committees
- Ensures good housekeeping practices are followed ensuring cleanliness throughout the facilities
- Performs related duties similar to the above in scope and function as required
- Performs other duties as assigned

EMPLOYMENT STANDARDS*Knowledge of:*

- The principles of effectively interacting with diverse students, staff, faculty and administration
- Current research and best practices in retention and student success
- Effectively facilitating the development of institutional prompts focusing on residence life and Title IX compliance
- Budget management and program coordination techniques
- Records management and filing systems
- Basic principles of supervision, including evaluation and professional growth
- Policies and practices associated with program promotion and planning
- District rules and regulations governing students in general, and specifically dormitory residents
- Applicable sections of the education code, other laws, rules and regulations related to assigned activities
- Principles, techniques, strategies, practices, trends, goals, and objectives of residence life, Title IX, Clery Act, student discipline and equity in public education
- Principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and professional development
- Title IX, Clery Act, Yes Means Yes, VAWA, residence life, student equity, student success and related issues

Ability to:

- Effectively plan, organize and oversee a department
- Hire, evaluate, and supervise the work of support staff

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- Interpret, apply and enforce laws, regulations, and guidelines related to student services operations and programs.
- Prepare and present effective reports, recommendations, and correspondence
- Handle difficult and sensitive issues and problems; resolve conflicts
- Establish and maintain effective teamwork relationships
- Use modern office equipment, including proficiency in computers and software applications
- Work independently, exercising sound independent judgment, setting priorities, and meeting critical deadlines; work under pressure
- To envision, develop and maintain short and long term strategic diversity initiatives
- Motivate staff, students, faculty, and administrators to promote a campus culture supportive of student equity and inclusion
- Establish and maintain cooperative working relationship with on-campus staff, local agencies, businesses, and local community partners
- Quickly identify problem situations or areas; analyze probable causes and take appropriate disciplinary action
- Communicate effectively in both oral and written forms
- Develop, prepare, and administer program budget
- Effectively relate to a diverse student population that includes a wide range of ages, abilities, socioeconomic status, cultural, and ethnic backgrounds
- Analyze problems, determine effective solutions, and take independent action for successful results
- Analyze data and prepare comprehensive written and oral reports
- Work effectively under pressure, prioritize, and meet multiple deadlines
- Present and facilitate training sessions

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QUALIFICATIONS

Combination of experience and education that would likely provide the required knowledge and abilities:

Education Required:

- Bachelor’s degree with emphasis in Organizational Management, Business Administration or related field, Master’s preferred

Experience Required:

- One (1) year required, three (3) years preferred experience in a Residential Housing Program, Apartment Complex management, Group Home, Teen Mentoring, Family Mediation or a combination thereof
- Experience in teaching, counseling, or parenting skills education is desired
- Experience coordinating or managing a program or department
- Experience supervising, directing, and evaluating the work of subordinates
- Sensitivity toward the diverse student population served

Other Required or Preferred Qualifications:

- A valid California Motor Vehicle Operator’s License, to be maintained throughout employment. Maintain a satisfactory driving record
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Special Requirements:

- Availability and flexibility for evening and weekend work

APPROVALS

Date Created/Revised: 09-25-14/4-26-16

Cabinet Reviewed: 10-14-14/4-26-16

Board Approved: 11-12-14/5-11-16

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)