Administrator Position Description

Human Resource Office Use Only	
Approved Job Family D	**Effective Date** 8/1/2013
Overtime Eligible YES NO	**FLSA Test Date** 7/28/2013

Employee		**Supervisor** Mandi Clark	
Department Residence Hall	**Working Title** Assistant Director, Residence Life	**HRIS Position Number** H99508	**Supervisor Title** Director, Housing and Residence Life
Complete contract dates only if other than a 12 month position			
Annual Contract Begin Date		**Annual Contract End Date**	

A. POSITION SUMMARY

Briefly describe the role of the position within the department and college.

The Assistant Director, Residence Life is responsible for the administration of the Residence Life program within Housing and Residence Life, including but not limited to: community development, programming, student learning initiatives, data collection and analysis, and supervision of the student staff (Res Life, COR Service Desk staff,and RHA). This position is also responsible for overseeing the Housing Management System currently CBORD.

B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

1. Minimum education level required and the number of years of relevant experience required for the duties of this position.

Master's degree in Higher Education, Student Affairs or Counseling related field OR a Bachelor's degree and 5 years of relevant experience is required with 2-5 years full time experience. Supervision experience required, preferably within a higher education setting.

2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.

C. SUPERVISORY RESPONSIBILITY

Positions Supervised	**Direct Supervision**		**Indirect Supervision**	
	Number of Employees	FTE	Number of Employees	FTE
1.Faculty				
2.Classified Staff				
3.Unclassified Staff				
4.Students / Others	35-45			

Coordinating Responsibility
May coordinate work of the Housing Office Manager.

D. ORGANIZATIONAL RELATIONSHIPS

1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)
Moderate supervision on a day to day basis.

2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate
a)own time and resources
Make decisions, recommendations and commitments for own time and resources with limited supervision based on project deadlines and priorities.

b)departmental resources
Supervisory decisions related to hiring, disciplinary actions and performance evaluations of student staff. Make decisions, recommendations and commitments that obligate departmental resources including staff time and financial resources.

c)institutional resources
Make decisions, recommendations and commitments that obligate institutional resources to ensure compliance with FERPA. Make supervisory decisions to ensure students health and safety within Housing and on campus. Authority to enforce Housing Contract Terms and Conditions and the Student Housing Handbook and assess appropriate sanctions. Must comply with all FERPA regulations. Authority to decide what information may be released to outside requests.

What kinds of decisions will the incumbent be expected to make?
Supervision decisions involving student staff including hiring, performance evaluations, staff accountability decisions, disciplinary actions and work assignments.
Budget decisions involving student programming funds.
Recruitment, selection and training decisions for the student staff.
Offer basic counseling decisions and referrals to other campus resources.
Emergency response and management decisions regarding security and safety of on campus students and the buildings.
Interpret the Housing Contract Term and conditions for students/parents.
Interpret the Student Housing Handbook through communicating and enforcing policies and procedures.
Recognize student staff or student in need and/or in crisis and make decisions on appropriate response/resources to best assist.

3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

	Delegated authority to develop and monitor*	$
X	Develops, monitors* and controls*	$10,000
	Limited approval authority for purchase	$
	Purchase only with higher level OK	$

*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Board of Trustees)	**PURPOSE** (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	**HOW OFTEN**
Student Success Center	Communicate weekly with the TOP staff to ensure TOP residents are using campus resources and services. Communicate regularly with entire SSC staff to maintain continuity of services for residential students.	weekly
Staff and Faculty	Give and secure information, explain policies and operations of Housing and Residence Life. Interpret Housing Contract terms and conditions as well as the Student Housing Handbook.	as requested
Students/Resident Students	Give and secure information about Housing facilities, policies and procedures. Explain policies and procedures to ensure a safe and appropriate living environment on campus. Assist with problems/needs; hold students accountable for their decisions/actions.	daily
Prospective Students and Families	Answer questions about departmental processes, policies and procedures. Explain processes and timelines; interpret housing contract.	as needed
Admissions and Athletics	Communicate at a minimum quarterly with Admissions and Athletics to ensure communication plans are up to date and reaching all recruited and interested students. Keep departments up to date on Housing policies and procedures.	quarterly

F. JOB FUNCTIONS

REFERENCE ID	**JOB FUNCTIONS**	**FREQUENCY**	**ANNUAL PERCENT OF TIME**
1	**SUPERVISION** Supervise the Residence Life student staff including: Senior Resident Advisors, Resident Advisors, Student Success Mentors, COR Service Desk staff and RHA. Educate the student staff about the goals and expectations of the Housing and Residence Life through regularly scheduled meetings individually and as a team and encourage all student staff to embrace the mission and vision of Housing and Residence Life in their daily duties.	Daily	40

2	Facilitate relationships and disseminate information to residential students. Gather feedback from the residents, student staff, staff/faculty and guests about the quality of life within on campus housing. Work to ensure a safe and secure environment, free from any inappropriate behavior or safety issues.	Daily	
3	Maintain frequent and open communication with residential students, and student staff. Provide at a minimum quarterly feedback, including performance evaluations. Monitor progress with staff goals and expectations.	Daily	
4	Ensure compliance with FERPA through training and supervision of the student staff. Uphold and role model a high standard of confidentiality.	Daily	
5	Be approachable and accessible to the Residence Life student staff. Assist with the daily operations of student staff duties, including but not limited to: addressing roommate conflicts, documenting facilities related issues, offering advice and making referals to other campus resources when needed. Uphold the goal of Housing to ensure that residential students are safe and comfortable in their living environment and have the ability to be successful students at Oregon Tech.	Daily	
6	Plan, prepare, and implement Residence Life student staff recruitment and selection processes. Plan, prepare and implement fall training for Residence Life student staff. Plan and implement Residence Life staff in-service training at least once per term throughout the academic year. Training should prepare the student staff to accurately and appropriately fulfill their job responsibilities and meet the needs of the students they serve.	Daily	
7	Know and utilize referral channels and emergency procedures to respond to Housing related emergencies and student crises. Respond to incidents after hours per the on-call schedule. Know and understand Housing and Residence Life policies and procedures as well as campus policies and procedures. Confront inappropriate behaviors from staff and students and work with them to learn from the experience.	Daily	
8	Work in a safe manner. Participate in safety training. Ensure safety training is presented to all student staff supervised.	Daily	

9	**PROGRAMMING** Facilitate program planning, activities and projects for residential students to provide opportunties for continued learning outside of the classroom. Ensure residents are offered a variety of learning opporutnities including recreational, social events. Ensure student staff host programs each quarter that meet the needs of the residents and fulfill the programming requirements. Oversee the planning and preparation of staff and RHA hosted programs. Track the annual programming efforts of the student Residence Life staff and RHA.	Daily	20
10	Oversee community service events affiliated with Housing and Residence Life, including the annual Haunted House, Egg Scramble, and Hootie's Hillish 5K as well as donations made to the local Food Bank and Goodwill. Solicit student involvment in each program.	Quarterly	
11	Coordinate Housing activities during opening each term in conjunction with Admissions, Campus Life and any other departmensts planning to welcome our students to campus. Assist in the Housing check in process each term.	Annually	
12	**ADVISING** Serve as a role model and teacher to develop community with the student Residence Life staff and residents as well as campus faculty and staff. Foster positive interpersonal relationships.	Daily	20
13	Serve as the advisor to the Residence Hall Association (RHA). Assist with goal setting, budgeting, officer elections/selections, leadership development and training. Provide leadership development opportunities through meetings, advising sessions and training. Oversee RHA programming efforts and the RHA budgets.	Weekly	
14	**STUDENT ISSUES** Assist the Residence Life student staff as they interact with residents experiencing emotional, physical or mental issues including but not limited to: homesickness, academic difficulties, physical or emotional health problems, suicidal thinking, disruptive behavior, roommate conflicts, relationship issues etc. Assist the student as they learn how to confront their peers and their actions including but not limited to: vandalism, noise, and other policy violations.	Daily	15
15	Participate in the on-call schedule and be available to respond to crises during and after business hours including weekends and holidays.	Monthly	
16	Work with other campus departments to address student issues (e.g., Student Health, Dean of Students, etc.)	As Needed	

17	Coordinate the Housing conduct process. Serve as a Conduct Hearing Officer which includes: meeting with residents who allegedly violated the Housing Contract's terms and conditions, Student Housing Handbook and/or the Oregon Tech Student Code of Conduct. Determine responsibliity and impose educational sanctions as appropriate to prompt changes in behavior and hold the student accountable for his/her actions. Track all conduct in Housing.	As Needed	
18	**MISC** Meet with the Director and other departmental staff weekly. Maintain regular communication with all professional Housing staff concerning facilities needs as well as resident needs or issues. Provide input for renovations or improvement plans.	Daily	5
19	Represent Housing and Residence Life on campus committees.	As Needed	
20	Assist with Housing opening/closing procedures. Instruct Residence Life student staff of their responsibilities and procedures. Answer questions about damages/charges as needed.	Quarterly	
21	Participate in the summer conference program. Assist with student staff hiring, training, scheduling. Serve as a Housing representative to conference groups. Supervise the Residence Life summer student staff team.	As Needed	
22	Act on behalf of the Director in her absence.	As Needed	
23	Other duties as assigned by the Director.	As Needed	

G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.
Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1-17	Supervision skills - keep abreast of numerous issues and events occurring within Housing and Residence Life. Supervise multiple levels of student staff, directly and indirectly. Facilitate student meetings.
1-23	Excellent professional verbal and written communication skills. Able to read and understand a wide variety of information and materials to help students, faculty, staff, administrators and the general public comprehend and abide by policies and procedures within Housing and on campus. Communicate effectively with professional and student Housing and Residence Life staff.
12-13	Advise student groups within Housing and Residence Life. Ensure groups represent Housing and Residence Life as well as Oregon Tech professionally and appropriately in their activities. Oversee and make final approval of any expenditures from the Housing or ASOIT line items associated with the Residence Hall Association.

1-8, 14-23	Knowledge of crisis management and referral skills and use of campus and community resources. Required to be aware of current issues and experiences of campus and residential students. Able to offer resources and advice to students in times of need.
9-13	Approve any expenditure from the line items within the Housing budget that pertain to programming (floor/community, all hall and RHA line items, and community service based projects and programs).

H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS

I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.

Possess an understanding of college student development and an ability to teach students how to be effective peer role models and student leaders. Draw out student leaders and challenge them to develop their skills and abilities. Requires some education and also experience in working with college students to be effective in this work.