JOB DESCRIPTION

TITLE

Director, University Housing and Residence Life

JOB SUMMARY

The Director for University Housing and Residence Life is responsible for proving leadership for the administrative, budgetary, curricular, programmatic, and auxiliary operations of University operated undergraduate residence halls, including oversight for the sub-leasing of seven apartment complexes. The Director provides visionary, strategic, innovative, flexible, and change-oriented leadership for the department, which has oversight of a comprehensive housing program with 1800 beds. 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: Sr. Associate Vice President for Student Engagement

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

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

- Leads and provides vision and strategic 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 style 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.
• Uses relevant student development theory and evidence-based best practices to develop and institutionalize living-learning initiatives that support student needs and creates engaging learning environments (including implementation of initiatives that effectively complement the academic mission of the University and embrace all theme housing).
• Designs and implements strategy for partnering with faculty to advance student learning and support the University’s academic mission through residential living.
• 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.
• Oversees the recruitment, hiring, training, supervision, leadership development and evaluation of all professional, student, and support staff.
• Ensures regular and effective communication with and development of all professional, student, and support staff.
• Coordinates the department's comprehensive annual assessment and reporting process.
• 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 administration, educational leadership, student development, counseling, or a related field required.
EXPERIENCE

Seven years of pertinent professional experience in increasingly advanced and more responsible administrative and supervisory roles in housing or residence life is required. The successful candidate should possess high energy, authentic passion and commitment to the field of student affairs, and specifically, to Housing and Residential Life; be a proven creative problem solver with strong written and verbal communication skills; possess a track record of high productivity and job performance; and a commitment and the ability to engage students in the learning process through programs and personal contact.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

- Detailed knowledge of residence life and housing operations in higher education.
- Ability to plan, direct, and evaluate a complex operation, using human resources, 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.
- Knowledge of college student development theory and practice.
- Demonstrated effective administrative, supervisory, organizational, and interpersonal skills.
- Ability to personally evaluate multilevel residence hall facilities, including walking stairs and visually inspecting buildings.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Strong skills in written, oral, and electronic communication, including the effective use of social media.
- Ability to exercise sound judgment, exhibit resiliency under pressure, set priorities, and achieve goals.
- Ability to use a personal computer and other office equipment, including related university software and email.
PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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: __________

Employee Printed Name: __________________________

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, gender, sex, sexual orientation, 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.