NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

DIRECTOR OF RESIDENTIAL LIFE

Department: Student and Outreach Services
FLSA Status: Exempt
Grade/Level: Admin/Prof
Work Schedule: Hours vary due to nature of work

Job Status: Full Time
Reports To: Vice President for Student and Outreach Services

Amount of Travel Required: As needed
Positions Supervised: Four part-time paraprofessional staff, three to four residence hall assistants, a full-time housing secretary, and a part-time maintenance coordinator
Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:

The purpose of Director of Residential Life position is to provide leadership in the creation of a caring, comfortable, and safe environment. This includes an environment where academic success, personal growth, and social responsibility are highly encouraged and where students can achieve the total college experience. The director works very closely with the Director of Student Activities and Multicultural Affairs and the Director of the Whatley Center.

The Director of Residential Life is a full-time, professional, 12 month, live-in position. The director is responsible for the entire operation of two single residence halls, housing a total of 200 -214 residents.

MAJOR RESPONSIBILITIES:

A. Administrative

- Supervise all activities related to room assignments and to checking in and out of the residence halls throughout the academic year.
- Develop and implement procedures for the opening and closing of residence halls.
- Maintain an occupancy roster and key control inventory.
- Conduct a housing orientation for all new students and supply each student with a housing handbook and related information.
- Work closely with Public Information and College Connection in marketing the residence halls and in the recruitment of prospective students.
- Serve as a liaison between the college administration and the housing program.
- Coordinate housing vacancies and activities with the Director of Student Activities and serve as event coordinator for summer camps, outside groups, and special events requiring housing accommodations.
- Collaborate with the Athletic Director in reserving for and assigning rooms to athletes and with the Honors Director for honor students who desire to live on campus.
- Maintain office hours, adequate staff coverage, and administrative and informational records, accordingly.
- Prepare and manage the annual housing budget.
- Serve on campus committees.
- Perform other duties as assigned.
B. Student Activities
- Collaborate with the Director of Student Activities in planning for student orientations, workshops, and residence hall meetings.
- Partner with the Director of Student Activities in designing, scheduling, and the preparation of student activities planned for residence hall students.
- Work closely the Director and Student Activities in designing brochures, announcements, and other advertising/informational media.

C. Staff Supervision
- Interview, select, train, supervise, and evaluate Resident Assistants, Hall Directors, and other staff with regard to the daily and long-term operation of both residence halls.
- Incorporate the service standards and the mission of the college philosophy into staff operations.
- Supervise rooms and building inspections, which include, but are not limited to, facility and safety concerns, emergency response, student policy violations, and staff member observation.
- Utilize various resources for staff development and training including, but not limited to, in-service and other on-campus resources.
- Provide guidance on specific policies and procedures related to student housing.
- Ensure that appropriate office hours are maintained, the front desk is adequately covered, and all on-call and on-duty responsibilities are met.
- Conduct staff meetings on a regular basis.

D. Community Building and Education
- Work with students, faculty, and student services staff in developing learning and leadership opportunities for students in the residence halls.
- Educate staff and students to recognize, respect, accept and appreciate individual rights and differences in people and ideas.
- Assist in developing programs directly related to underrepresented students and diverse groups.
- Encourage all resident hall students to participate in and/or attend hall meetings, on-campus student activities, and cultural enrichment programs.

E. Student Development
- Serve as a partner in the student's total development by working closely with the academic advisors, career services, registrar, student organizations, financial aid, business office, and other offices as warranted.

F. Counseling and Discipline
- Follow up on all major discipline issues in a professional and timely manner and with documentation; conduct discipline meetings; initiate discipline letters, and make referrals when appropriate.
- Refer all counseling concerns to proper resources and maintain thorough documentation.
- Work collaboratively with the Housing Disciplinary Committee in addressing student appeals that may include, but not limited to, determining the severity of certain discipline situations and the appropriate penalties to be administered.
- Serve as a link between the Vice President for Student Services and housing students for the effective handling of student complaints and grievances.
- Endeavor to utilize the discipline process as a learning tool.
• Engage family members in reinforcing success for students.

G. Health and Safety
• Provide crisis management support and intervention, which may be required on weekends, at night, etc.
• Work with the College Emergency Preparedness Committee in the implementation and coordination of procedures for emergency situations (e.g., power outage, fire, and tornado drills, medical crises, terrorist acts, and campus shootings.)
• Inform residents on emergency procedures.
• Maintain appropriate communication with campus security and local law enforcement agents and contact them as often as necessary.

H. Facilities Management
• Supervise daily housekeeping and maintenance of the residence halls and communicate with Plant services and the Vice President on building needs and preventive maintenance projects.
• Initiate work orders for facility needs not covered by the maintenance coordinator.
• Maintain a positive working relationship with Plant Services personnel.

I. Continuous Improvement
• Support the college’s strategic planning initiatives.
• Use appropriate means (e.g., surveys, focus groups, observations) to evaluate the overall effectiveness of the housing program, and use data results for continuous improvement.

POSITION CHARACTERISTICS:

Is committed to student learning and success; is able to establish and maintain effective relationships with students; is a good problem-solver, planner, organizer, and delegator of responsibility; is computer proficient; has good verbal and written communication skills; thinks creatively and is able to lead and manage change; works well with other college personnel as well as with external constituencies; is willing to work beyond the call of duty as the need arises.

MINIMUM QUALIFICATIONS:

Bachelor’s degree and prior residence life experience required. A Master’s degree preferred. Experience in a professional residence life capacity desired.

Signatures:

_________________________________________  Date
Director of Residential Life

_________________________________________  Date
Vice President for Student and Outreach Services

_________________________________________  Date
President