

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

JOB TITLE: ASSISTANT DIRECTOR, HOUSING
DEPARTMENT: STUDENT LIFE
SALARY RANGE: MINIMUM \$24,901 – MAXIMUM \$40,520 (pay grade 110)
EXEMPT (Y/N): YES
SUPERVISOR: DIRECTOR OF RESIDENTIAL LIFE

SUMMARY: The Assistant Director of Housing is responsible for helping create the basic functions of the housing process working as a team to provide an exceptional student housing experience. The Assistant Director will ensure that programs are consistent with the mission and goals of the University and Student Affairs, Housing & Residential Life priorities, and contribute to the quality of student life. The position supervises student staff positions, coordinates housing processes and initiatives, and assists with other administrative responsibilities associated with Residential Life. This is a live-on position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develop and coordinate current student housing processes including room swaps, contract releases, recontracting, semester break housing, non-payment students, early arrival / late departure students during opening and closing, customer service, procedures, forms, and on-line forms computer utilization, evaluation, for returning students in the residence halls.
- Coordinate the planning and administration of housing processes, customer service, and safety for summer sessions, including conferences, programs, and camps.
- Coordinate selection, training and supervision of desk coordinators and staff.
- Oversee reception desk operations including staff selection, training, customer service, supplies, equipment and mail services.
- Oversee the host program for prospective students.
- Coordinate expo tables and event participation.
- Coordinate the process for resident assistant staff selection and hiring.
- Serve on Student Life student staff selection/recruitment committee.
- Directly supervise office assistant.
- Collaborate and coordinate with Counseling Services and Outdoor Adventure Programs on issues regarding health and wellness initiatives and activities for the areas of Residential Life.
- Develop and coordinate academic-related services and programs which will enhance the living-learning environment in the residence halls including academic recognition events, academic probation intervention for staff and students, collaboration with COMPASS (Center for Orientation, Mentoring, Parents and Academic Student Success) for intervention and programming, and developing faculty interaction initiatives.
- Teach one section of a college success course.
- Act as liaison to Admissions office for housing and residential life events and programs.
- Assist with opening and closing of the residence halls.
- Assist in developing, implementing, and maintaining housing and residence hall policies and procedures.
- Assist with individual student, roommate, and parent interventions.
- Recognize staff accomplishments and efforts.
- Maintain personnel files.
- Address academic concerns for reception desk and husky host staff members.
- Advise the Wadsworth Hall Student Association.
- Act as a judicial hearing officer.
- Maintain visibility in the residence halls and be available to residents.
- Participate on Student Affairs work teams as appropriate.
- Work irregular hours at certain times due to the nature of the position.
- Participate in other University committees and activities.
- Live on responsibilities include maintaining visibility and availability, acting as partner to residence hall student staff, student intervention, serving on the emergency planning and on-call team, advising and support for student council, lead hall operations meetings, and assisting in planning and coordinating programming.

SUPERVISORY RESPONSIBILITIES: Functional supervision is exercised over student and support staff responsible for the delivery of the residence halls reception desks, summer programs and host program.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

Master's degree in student personnel or a related field, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

One year professional experience that may include graduate student experience in residence life, student activities, first-year programs, or similar office.

Basic computer and software competency.

DESIRED:

Experience working effectively with administrative and academic sides of a University.

Experience in educational programs directed at student development in higher education.

Live-in residence hall experience beyond the resident assistant level.

Experience in the supervision of residence hall student staff.

Experience in selection, training, and evaluation of paraprofessional residence hall staff.

OTHER SKILLS AND ABILITIES:

REQUIRED:

Excellent leadership, organization, interpersonal, and oral/written/presentation skills.

Demonstrated teambuilding and networking skills.

Demonstrated understanding of student development theory and a commitment to student success.

Evidence of commitment to enhancement of diversity.

Demonstrated willingness to work evening and weekend hours.

Demonstrated capability in leading and managing a motivated staff.

Demonstrated ability to build relationships with faculty, students, parents, staff, and advisors.

Proven competence in managing multiple tasks and competing priorities.

DESIRED:

Expertise to develop, articulate and implement a vision for the living and learning residence hall environment.

Demonstrated ability to creatively plan, organize, and execute events.

Demonstrated ability to function effectively in stressful work environments.

Demonstrated success with designing and providing programs to retain a diverse student body.

Demonstrated understanding of and commitment to the comprehensive mission, vision, and strategic plan.

Demonstrated knowledge and expertise of today's students and ability to steer program priorities using institutional strategic planning directives.

Experience being a goal-oriented, charismatic, self-disciplined, willing risk-taker with a genuine interest in the success of all students.

Demonstrated knowledge of the latest in computing and technology for the student affairs area.

A positive attitude towards innovation and creativity, and a sense of humor.

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status. January 2008