



Job Description

Working Title:	Director of Residence Life
Job Classification:	Professional
FLSA Exemption:	Professional
Department:	Student Success

Purpose

The Director of Residence Life provides overall direction, leadership and strategic vision for the area of student housing. This position oversees and manages all on-campus housing and serves as a liaison to critical constituencies involved in the housing enterprise, including but not limited to the SGC Foundation, Public Safety, Physical Plant, Academic Affairs and Business Affairs. The Director also will be responsible for the development and coordination of living-learning communities to assist the college's efforts with retention.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

1. Supervises assigned staff.
2. Responsible for Resident Assistant Program.
3. Responsible for after-hours emergencies within the resident buildings.
4. Develops strategic planning priorities for assigned areas, in collaboration with faculty, staff, and students.
5. Develops policies and procedures to ensure the safety and security of resident students.
6. Assist with preventive maintenance plans and on resident buildings.
7. Routinely inspects resident buildings to ensure quality of living supports departmental goals.
8. Performs strategic planning, assessment, and budget development for assigned areas.
9. Assists Enrollment Services with marketing and recruiting efforts for resident students.
10. Serves on committees/councils as requested.

Required/Desired Knowledge, Abilities and Skills

The Director of Residence Life should possess a thorough understanding and working knowledge of resident life and housing. This position also requires excellent people and customer service skills, as well as, excellent communication skills both written and verbal.

Required/Desired Education, Experience and Necessary Qualifications

Bachelor's degree and related work experience is required.

Supervision

The Director of Residence Life reports to the Vice President for Student Success.