

Seward County Community College
Structured Compensation - Job Description
Director of Student Housing

Data Year: 2017

Prepared On: 05/14/2018

Department:	Student Services	Grade:	13
Reports To:	VP of Student Services	Classification:	Exempt
Supervises Direct:	10	Supervises Indirect:	0
Approved By:	C Donovan	Effective Date:	10/01/2015
		Revised Date:	05/14/2018

Role:

Responsibilities include supervision and management of college owned student housing.

Essential Functions & Responsibilities:

- E 25% To create a residential community that enhances the students' academic, developmental and personal lives. Encourages student participation in resident hall activities and college-sponsored events, clubs, and organizations. Enforces and monitors policies, rules, and regulations that affect the residence halls.
- E 30% To supervise and monitor the student housing halls and grounds for unlawful or inappropriate activity. Responsible for disciplinary intervention such as assessing fines, warnings, suspensions, and/or expulsion from student housing. Ensures the safety of students by conducting building evacuations, searches, and providing instruction.
- E 20% To annually review and update student housing policies, rules, regulations, and housing contracts. Coordinates housing registration, room assignments and changes. Conducts room inspections, corrective follow-ups and assessing of damages to College property. To hire, supervise, train, and evaluate all housing personnel.
- E 20% Advise prospective international students concerning SCCC academic programs of study, student services, student responsibilities, obligations, and relevant personal concerns. Promote the international student program to relevant constituents and organizations both on and off campus. Conducts trainings, workshops, orientations, and activities as deemed necessary in conjunction with faculty and staff. Ensure student awareness of the wide array of campus intercultural activities such as student clubs, activities, events, and field trips. Schedule and coordinate cultural activities. Develop and sustain a network of qualified volunteer host families in order to provide a supportive and appropriate family placement. Provides orientation support for international students and host families. Coordinates transport for students to and from campus. Advisor to the international student organization.
- E 5% To perform other duties as assigned by the Vice President of Student Services.

Performance Measurements:

1. To reside on-campus.
2. To respond promptly to emergency situations and insure the well-being of residents
3. To understand the responsibilities of being a role model to students on campus
4. To create and maintain a living environment where learning can flourish

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5. To maintain confidentiality of student records
6. To be consistent and fair when following the Student Code of Conduct and housing policies
7. To keep the Vice President of Student Services informed about issues affecting the department and residents of student housing.
8. To assist the Director of Student Activities by promoting interaction of residents in cultural, social, and educational activities as well as college projects and community
9. To create and maintain an effective relationship with staff in order to provide quality service and support
10. To possess and maintain a valid driver's license

Knowledge and Skills:

Experience Six months to two years of practical experience in college housing (i.e., resident assistant or management) and/or supervisory experience in related educational field.

Education Bachelor's Degree required.

Interpersonal Skills A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.

Other Skills Knowledge:
Working knowledge and experience in Microsoft Office applications and the ability to learn additional software packages the college may acquire

Other Skills:
Must have experience organizing, supervising, and working with student groups and staff members, and a have a working knowledge of college student development theories and counseling skills. In addition, managerial, administrative, and human relations skills are necessary. Excellent written, oral, and interpersonal communication skills are necessary, as is the ability to maintain confidential information in a professional manner.

Abilities:
Must be able to communicate and interact with others effectively. Be able to negotiate and help others reconcile differences. Must be able to actively listen and think critically when handling situations that arise. In addition, being able to work in a group or team setting is essential.

Physical Physical requirements are based on an 8 hour work day and may vary slightly.

Requirements

Sitting for a period of 1 hour at one time with a total of 6 hours
Standing for a period of 1 hour at one time with a total of 1 hour
Walking for a period of 1 hour at one time with a total of 1 hour

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Lifting up to 100 lbs. occasionally
Carrying up to 100 lbs. occasionally
Repetitive Action: use of right and left hand for pushing and pulling
Bending, squatting, crawling, climbing and reaching above shoulder level occasionally
Keyboarding 3 hours daily

Work Environment Not a typical 8 hour office job, some evening work may be necessary.
Occasional exposure to variable conditions such as those found in variable weather conditions.
Some overnight travel may be required.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature