

Seward County Community College
Structured Compensation - Job Description
Assistant Housing Manager

Data Year: 2017

Prepared On: 11/10/2017

Department:	Student Services	Grade:	10
Reports To:	Director of Student Living Ctr	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	7
Approved By:	C Donovan	Effective Date:	12/13/2007
		Revised Date:	09/30/2015

Role:

Responsibilities include assisting the Director of Housing in management of student residence. Hours will consist of on-call duties during the week and occasional weekends.

Essential Functions & Responsibilities:

- E 30% Supervise and monitor the residence halls and grounds for unlawful or inappropriate activity. Report behavior infractions to the Director of Housing. Ensure the safety of students by conducting building evacuations, searches, and providing instruction.
- E 25% 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 25% Attend and assist with resident assistants training. Assist in the check-in and check-out process at the opening and closing of each semester. Attend monthly staff meetings. Will assist with summer camps when needed.
- E 15% Assist Director of Housing in tracking sanctions handed out for violations. Provides support for resident assistants; programming nights.
- E 5% Performs other duties as assigned by the Director of Housing.

Performance Measurements:

1. Reside in the student living center
2. Respond promptly to emergency situations and insure the well-being of residents
3. Understand the responsibilities of being a role model to students on the campus
4. Create and maintain a living environment where learning can flourish
5. Maintain confidentiality of student records
6. Keep the director informed about issues affecting the department and residents of the Student Living Center
7. Assist the Director of Student Activities by promoting interaction of residents in cultural, social, and educational activities as well as college projects and community projects
8. Create and maintain an effective relationship with staff in order to provide quality service and support

Knowledge and Skills:

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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	Associate Degree preferred.
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: Knowledge in Microsoft Office applications Knowledge in working with college student development theories and counseling skills Skills: Skills in organizing, supervising, and working with student groups and staff members Skills in managerial, administrative, and human relations Skills in excellent written, oral, and interpersonal communication Abilities: Ability to learn software packages the college utilizes or may acquire Ability to maintain confidential information in a personal manner Ability to communicate and interact effectively with others Ability to negotiate and help others reconcile differences Ability to listen and think critically when handling situations that arise Ability to work in a group or team setting.
Physical Requirements	Physical requirements are based on an 8 hour work day and may vary slightly. Sitting for a period of 1 hour at one time with a total of 2 hours Standing for a period of 1 hour at one time with a total of 2 hours Walking for a period of 1 hour at one time with a total of 4 hours 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, and reaching above shoulder level occasionally Keyboarding 1 hour daily

Work Environment

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.

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

Printed Employee Name

Date

Employee Signature