UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Vice President and Director of Housing & Residential Life

DIVISION: Student Affairs

REPORTS TO: Vice President for Student Affairs

GRADE: 18

SUPERVISES: Professional, technical, clerical, and facilities services support staff

BASIC FUNCTION:

Assist the Vice President in the planning, administration, and leadership of the Division of Student Affairs. Lead and direct all planning, staffing, educational, operational, facility, and budgetary aspects of the University’s primary on-campus living program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the overall management of the Division of Student Affairs, at a level determined by the Vice President, in the following areas of responsibility:

- Development and execution of the Division’s comprehensive assessment efforts.
- Fiscal planning and budget monitoring efforts for the Division.
- Planning and coordination of the Division’s capital projects and asset protection plan and serving as liaison with the Office of Capital Projects.
- Provide support and assistance to auxiliary funded departments.
- Provide coverage for the Vice President for Student Affairs in his/her absence.
- Represent the Division and/or Vice President on various committees/project teams and at various meetings and functions.
- Provide follow-up assistance pertaining to inquiries, requests for information, and report generation.

Assist the Vice President in coordinating the University’s Emergency Response System, including on-call coverage, on-site emergency response, and family liaison interactions in cases involving severe student injury and death.
Provide strategic and operational oversight for the University’s on-campus student living program, including supervision of traditional undergraduate housing programs, Greek living, special interest and theme housing, and graduate apartments. Work directly with the Fraternity Managers’ Association and University Physical Plant on matters pertaining to facilities services and operations.

Develop and execute a comprehensive asset protection and improvement plan for all on-campus student living facilities.

Directly responsible for the formulation and administration of the Department of Housing and Residential Life annual budget and capital improvements funds.

Oversee the development and implementation of residential education, social, student development, and community development programs.

Oversee summer on-campus housing usage, including summer school and conference programs.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, and word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master’s degree in higher education, student personnel related field or a field related to an applied social science; a minimum of eight years of Student Affairs and campus housing experience in positions of increasing responsibility including direct responsibility for the administration of a college or university dormitory system with an operating budget of at least $5 million dollars; demonstration of a thorough knowledge of student development theory and its application to residential life and student affairs programs; extensive experience in student development programming in a dormitory setting; demonstrated competence in staff management, financial and facility planning and evaluation. Experience working with diverse students, and demonstrated leadership in enhancing diversity in a University setting. Must demonstrate the ability to operate independently with little supervision. Must be able to respond to emergencies on a twenty four hour basis.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.