

Job Code:100322-2017  
Position #: (PSA) (E)  
Developed by:.... KC  
Reviewed by:.... DLJ  
Approved by:.... AMC  
Date:... 07/88;06/17

**THE UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Associate Director, Housing and Residential Life (HRL)

**DIVISION:** Student Affairs (Housing and Residential Life)

**REPORTS TO:** Assistant Vice President & Director of Housing & Residential Life

**GRADE:** 14

**SUPERVISES:** Professional, maintenance/custodial and clerical staff

**BASIC FUNCTION:**

Assist the Assistant Vice President and Director of Housing and Residential Life in guiding, advising and supervising the total staff. Further the goals of the University through programs developed and implemented by the Office and administer the overall educational and managerial responsibilities within the Office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Represent the Assistant Vice President and Director of Housing and Residential Life in his/her absence in order to insure continued efficient and effective operation of the Office.

Be on twenty-four hour on-call basis to respond to emergencies, crises and problems which occur in the operation of the Department.

Periodically survey other colleges and universities to keep the Office abreast of new developments in residential life programs at these institutions.

Serve as liaison with Facilities Services, including da-to-day operations, preventative maintenance, emergency situations and capital projects.

Establish with the assistance of other University personnel procedures and protocol for Housing & Residential Life staff to provide them with clear channels for resources needed in times of crisis.

Develop and implement surveys to assess needs of the resident population related to facilities, maintenance and custodial.

Develop and administer tests to evaluate the prescribed educational objectives by the Office.

Contribute to the preparation and administration of the operating budget and monitor expenditures of funds in accordance with established procedures.

Establish and maintain a personnel system which enhances and develops direct reports in all matters of staff recruitment, training and retention.

Coordinate the supervision of the day-to-day operations, maintenance, cleaning, repair and use of the physical plant, and with the assignment and performance of all employees involved.

Coordinate the supervision of the day-to-day operations of the mailroom and with the assignment and performance of all employees involved.

Coordinate the supervision of the day-to-day operations of the HRL Information Technology function and with the assignment and performance of all employees involved.

Coordinate the supervision of the day-to-day operations of the automation and access enterprise, including summer housing.

Coordinate with and maintain relationships with other campus offices to enable students to benefit from their services.

Assist in developing, reviewing and implementing all policies.

Supervise the duties and responsibilities of the student staff.

Meet with individuals or groups of students and/or parents to hear and/or ameliorate personal concerns, adjustments and complaints.

Provide counseling and referral services to students as necessary.

Work with graduate and foreign student association in responding to their concerns as it pertains to enhancing the quality of their residential experience.

Assist in the coordination of the University's Off-Campus Housing program.

Assist in developing and revising housing contracts.

Regularly assess the Office's computer needs and recommend modifications/upgrades.

Assist in the supervision of a summer program involved with the management of a summer conference center housing conferences, institutes and workshops and developing and maintaining a summer session program for undergraduate and graduate students.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other specific responsibilities as directed.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing, spreadsheet, database management, and scheduling software; fax and copying machines.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree or other advanced degree (e.g., J.D.); Demonstrated management experience in a higher education environment; Demonstrated experience working with college students; Demonstrated supervisory experience; Demonstrated experience with training and evaluation procedures; Demonstrated facilities experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; and, Demonstrated ability to work with diverse groups/populations.

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