

## Position Description - Unclassified

### Position Status:

Position Title		Position Number
Associate Director of University Housing, Residence Life		E99659
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	July 1, 2023 – June 30, 2024	University Housing / Student Affairs
Position Type	FLSA	
Full Time	Exempt	
Reports to	Reports to Position Number	
Director of University Housing	E99404	
Incumbent	University ID #	
TBD		

### Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.

The purpose of University Housing at Western Oregon University is to house students, primarily first year students, in campus housing. University Housing houses approximately 1300 students in four residence halls, one apartment complex and 56 family housing units on campus during the academic year and works with various conference groups and summer school students during the summer. Additionally, University Housing is assigned to administer the First-year Live-In policy. The relationship University Housing has to the University's mission is to assist with recruitment and retention, and provide safe, clean living environments for students who choose to live on campus.

#### University Housing's Mission

University Housing and Campus Dining is dedicated to excellence by cultivating a healthy, supportive, inclusive, and sustainable living-learning experience.

B. Describe the purpose of this position and how it functions within this program.

The Associate Director of Residence Life provides leadership and direction to the Residence Life team. They are responsible for managing the short- and long-term projects aiding in the success of the University Housing department and its Residence Life operation. This includes opening and closing of the residence halls, staff training and development, budget management and planning, student staff recruitment and selection, assessment initiatives, program development and implementation, and increasing the retention of students living on campus. The Associate Director directly supervises four professional staff members and manages all day-to-day components of Residential Life. Some evening and weekend work and occasional travel is required. This person will serve in the Secondary On Call duty rotation and is expected to live within a 30 minute response time to WOU Monmouth campus. This position serves on the leadership team of the University Housing department and will assume responsibility in the Director's absence.

**Position Information and Qualifications:**

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of Time	Duties
30%	<p><b>Supervision/Training</b></p> <ul style="list-style-type: none"> <li>● Recruit, train, and supervise Resident Directors and Coordinator of Leadership and Programs.</li> <li>● Direct and assign work of staff, meet regularly with staff to address concerns, questions, and progress. Provide ongoing formal and informal evaluations, goal setting and development plans for staff.</li> <li>● Ensures staff are equipped with the skills, training, and resources needed to self-sufficiently address concerns and meet customer service standards in their work and interactions.</li> <li>● Collaborate with campus partners and Residence Life staff to plan and manage student staff hiring and training.</li> <li>● Plan, facilitate and attend all training and development meetings and retreats for Residence Life staff.</li> <li>● Manages administrative process for assigned staff including hiring, promotions, terminations, disciplinary procedures, and salary adjustments.</li> </ul>
30%	<p><b>Administrative &amp; Project Management</b></p> <ul style="list-style-type: none"> <li>● Serve as the unit lead for Residence Life, overseeing all daily, short- and long-term projects including budgets, administrative operations, policies and procedures, communications, staff hiring, professional development of staff, crisis management, student support and in-hall student activities.</li> <li>● Support and take the lead on various operational projects for the department including opening and closing of the residence halls, housing office operations, conference services, assessment, budget planning, search committees, etc.</li> <li>● Serve as initial contact for parent communications; field inquiries from students, parents, campus colleagues and other customers to professional and satisfactorily address their needs or concerns.</li> <li>● Serve as administrative mediator for roommate conflicts/issues.</li> <li>● Monitor student crisis response, lead support for students in crisis and follow up.</li> <li>● Serve as primary liaison between the Office of Student Conduct and University Housing and assist in hearing cases as needed.</li> <li>● Ensure fire drills, fire extinguisher checks, and other safety inspections are completed regularly.</li> <li>● Update or design new forms and procedures as needed.</li> <li>● Provide vision and leadership as a member of the department leadership team.</li> <li>● Serve in the Secondary On-Call Duty Rotation.</li> <li>● Assume shared responsibility of University Housing operations in Director’s absence.</li> </ul>
15%	<p><b>Program Coordination</b></p>

10%	<ul style="list-style-type: none"> <li>Organize, manage, and oversee all educational/social/thematic programming coordinated by residence hall staff.</li> <li>Coordinate and oversee residential live-learn program and themed living communities.</li> <li>Develop communication and on-going relationships with faculty/staff relative to residence hall involvement and programs.</li> </ul>
10%	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>Develop and manage the Residence Life Programs and Training Budget.</li> <li>Oversee Social Activity Budgets (RHA Programming, Hall Governments, etc.), including ensuring processes align with university purchasing policies, as well as developing and maintaining accurate record keeping.</li> <li>Assist with University Housing budget planning, management, and forecasting.</li> </ul>
10%	<p><b>Campus Involvement</b></p> <ul style="list-style-type: none"> <li>Serve as an active participant on University committees.</li> <li>Assist with recruitment efforts (Preview Days, PACK Connect Days, Admitted Student events, etc).</li> <li>Serve with various campus committees and groups to further student retention.</li> <li>Be available and respond to unforeseen campus related crises and emergencies.</li> <li>Serve as a member of the University CARE Team.</li> </ul>
5%	<p><b>Other duties as assigned</b></p>

**B. Required Qualifications**

*List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.*

- Master’s Degree in College Student Services Administration, or related field.
- Minimum of three years of professional, progressive experience in Housing/Residence Life or other applicable Student Affairs position.
- Evidence of excellent interpersonal and conflict resolution skills, and crisis response experience.

**C. Preferred Qualifications**

*Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.*

- Experience supervising professional staff.
- Knowledge and understanding of conflict management and mediation theories and practices.
- Formal mediation training/certification.
- Experience serving on-call to provide emergency assistance to staff and students.
- Experience creating and/or facilitating training to students.

**D. Knowledge Areas**

List the major areas of knowledge that are required to perform the duties of this position.

- Understanding of student development theories
- Understanding of advising theories/leadership development theories
- Knowledge of Family Education Right to Privacy Act (FERPA – Buckley Amendment)

**Budget Authority:**

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

X	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$42,000
X	Delegated authority to monitor budget	\$6,700,000
X	Limited approval authority for purchase	\$25,000
	Purchase only with higher level approval	

**Supervisory Authority:**

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

X	Hire	X	Assign Work
	Transfer		Recommend salary adjustments
X	Discipline	X	Approve requests (i.e. leave)
X	Dismiss	X	Respond to complaints/grievances
	Layoff	X	Conduct performance assessments
	Promote	X	Give Direction

**Positions Supervised:**

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
X Unclassified staff	4	4.0
X Student Employees (average per term)	35-45	17.5 – 22.5
Other (specify)		

**Decision Making Authority:**

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

- Operational and personnel decisions relative to professional and student staff in residence life
- Budget expenditures for residential programs, training, programming
- Staff discipline decisions
- Crisis/emergency response decisions
- Provide guidance and direction to student leaders on programmatic and certain policy decisions.

**Additional Information:**

List any additional information that would help describe the nature of the position.

- Some evening and weekend work and occasional travel is required.
- This person will serve in the Secondary On Call duty rotation and is expected to live within a 30 minute response time to WOU Monmouth campus.

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Lindsey Gibson	
Reviewer (VP / Director)	Reviewer Signature / Date
Tina Fuchs	
Appointing Authority	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		