**Director, Residence Life Standard Job Description**

**Classification Title:** Director, Residence Life

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director, Residence Life, under general direction, provides visionary leadership to enhance residence life programs. Plans, coordinates, develops, and executes University policies, procedures, and practices related to the comprehensive scope of residence life programs.

**Essential Duties and Responsibilities:**

**40% Leadership and Strategic Development**

* Establish the direction, goals, and agendas for the department.
* Implement strategies and policies by developing short and long-range goals to ensure quality operations.
* Administer the budget and oversee fiscal operations for all residence halls.

**20% Oversight of Student Services and Compliance**

* Oversee day-to-day operations of campus student services to ensure compliance with university and federal regulations.
* Serve as the appeal level in disciplinary cases related to residence halls.
* Contribute to compliance reports including those related to campus safety and regulations.

**10% Collaboration and Partnership Building**

* Assist in the development of collaborations and partnerships with academic and student life departments to enhance student learning.
* Create and maintain relationships across campus in support of student transition.

**10% Supervision and Development of Staff**

* Direct and supervise the efforts of student development specialists and community leaders.
* Set performance standards and accountabilities for staff to ensure effective operations.
* Oversee communications and public relations for the department.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Master’s degree in Student Personnel Services, Higher Education Administration, or a related field, or equivalent combination of education and experience.
* Ten years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Work beyond normal office hours and/or work on weekends. Travel required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**