



Trinity Valley Community College

Job Description

Director of Student Housing

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

The Director supervises all operations regarding college student housing. He/she ensures a safe, healthy, socially and educationally engaging living environment. Coordinates and provides direction for housing facilities, services, programs, budgets and staff. Serve as the primary conduct officer and provide primary oversight for the implementation and enforcement of campus judicial policies and procedures.

REPORTS TO:

Vice President of Student Services

SUPERVISES:

Student Housing personnel

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Master's degree

EXPERIENCE REQUIRED:

Five (5) years related work experience.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Ability to Organize
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Responsible for the overall management and coordination of all campus housing facilities, and programs.
- Responsible for the maintenance of and recordkeeping for dorms including occupancy, discipline, room rosters, etc.
- Assign students to dorm rooms in cooperation with necessary personnel, athletic coaches and other campus personnel.
- Coordinate move-ins, transfers, and move-outs with Housing Managers and Coordinators.
- Work with campus departments to ensure dorm rooms, furniture, etc., are properly maintained,

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- repaired, renovated, and cleaned.
- Responsible for developing and implementing the campus emergency operations plans for housing areas.
- Input housing information into the computer system
- Communicate with Resident Managers and Resident Coordinators on move- ins, transfers, and move outs and outstanding paperwork
- Assist in updating /monitoring the Housing website
- Develop and maintain residence life website and handbook.
- Provide training for and oversight of the College Judicial Council and Discipline Committee.
- Maintain and update the student code of conduct.
- Ensure students, faculty and staff are aware of the code of conduct.
- Meet with students and investigate allegations of misconduct.
- Work in conjunction with campus police, residence life, academic affairs, and/or athletics as needed.
- Responsible for the coordination of drug testing students who violate the drug policy and assist athletic drug testing.
- Provide counseling for students, particularly residential students, related to disciplinary issues.
- Coordinate with enrollment office regarding immunizations, ensuring all housing students are in compliance.
- Create annual reports for all judicial cases as needed.
- Serve as the Co-chair of the TVCC behavioral intervention team.
- Serve as a standing member of the TVCC Title IX committee.
- Conduct annual evaluations of all staff
- Perform duties in a timely manner
- Work with all stakeholders in a professional and collaborative manner
- Other duties as assigned by appropriate supervisory personnel.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals

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- Calculator
- Multi-line phone system
- Copier
- Radio Communication Equipment
- Cellular Phone
- Video Monitoring Equipment
- Fax machine

PHYSICAL DEMANDS:

- Requires: Standing, Walking, Talking, Hearing, Seeing, Computer Work
- Subject to: Kneeling , Lifting, Light work
- May need: Stooping , Crouching , Reaching, Feeling
- Occasionally need to: Pushing, Pulling, Grasping, and Sedentary to Heavy Work.

MENTAL DEMANDS:

- Hazardous Physical Conditions: Less than 25% of the time
- Atmospheric Conditions: Less than 25% of the time
- Hazardous Materials: Less than 25% of the time
- Extreme Temperatures: Less than 25% of the time
- Environmental: Less than 25% of the time
- Emotional control under More than 50% of the time
- Frequent interruptions: 25-50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/20/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1568
DBM:	D	Travel Required:	Less than 25% of the time
IPEDS/SOC CODE:	11-9199	Employment Status:	Full-Time
Salary Range:	255	Length:	12 Months
FUND:	200	TRS POS. CODE	TRS 03

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