



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 11/17/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: Yes

Title: Director, Residential Life and Housing
Status: Full-time, 35 hours per week
Grade: 14
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Vice President and Dean of Students

PRIMARY PURPOSE:

The Director of Residential Life and Housing provides the leadership, direction and supervision for the college's entire student housing program including the professional and paraprofessional support staff. This leadership and direction focuses on organizational administration, business management, staff training and development, individual and group counseling, leadership training, and program development. The major emphasis is to develop and implement services and programs designed to create a living environment conducive to student learning.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Establish long and short-range goals and objectives for the housing program in conjunction with the residence hall staff. Plan and implement programs to insure staff cohesiveness toward these goals and objectives.
- Select, train, supervise, and evaluate professional, paraprofessional and other staff employed in the student housing program.
- Work with Security and Safety, Physical Plant and Housekeeping to maintain the physical environment for student housing including maintenance and repair, housekeeping, security, fire safety, and the acquisition of new furnishings when necessary.
- Develop and manage systems necessary for planning, operation, and control of a programming budget; coordinate with the Bursar's Office procedures to bill students, collect fees, process refunds, etc.
- Act as a liaison with all departments to promote and sustain the total housing program.
- Provide all factual reports of special or unusual events taking place in the residence halls to authorized personnel requesting such information.
- Lead the development of a sustained residential education model in Residential Life and Housing to include a comprehensive Living Learning Community model to engage new and returning students.
- Develop, interpret, and present all policies and procedures within the housing program. Develop, prepare and enforce the Residence Hall contract.
- Promote and develop educational programs designed to support the learning environment within the housing program. Involve campus groups, faculty members, parents, alumni, or members of

the general community in such program development.

- Prepare and annually evaluate all housing literature including informational brochures, contracts, reports, operations manuals, handbooks, etc.
- Collaborate with Vice President and other Student Success Directors relative to divisional programs and services.
- In conjunction with the Department of Public Safety, develop emergency management procedures, test emergency systems, and train staff to respond to emergency situations.
- Work with the Budget Office, Capital Projects and Physical Plant to develop long-range maintenance and capital improvement plans for current residential facilities.
- Actively participate in all initiatives to explore, design, lease, or construct new residential facilities, including feasibility studies, development of requests for proposals, and public-private partnerships.
- Act creatively in developing innovative concepts and ideas for the housing programs.
- Coordinate direct student personnel services including counseling, problem solving, leadership training, and advisement for individuals and groups served by the housing program.
- Coordinate all disciplinary action brought against students within the housing program.
- Develop and implement evaluations of all student housing programs and services with the support of staff and students.
- Coordinate application of computer usage and related programs for the department.
- Attend residence hall sponsored events and activities.
- Develop/create programs and/or activities to recruit potential residents for the halls. Develop and implement plans for additional residential facilities as needed. Develop proposals for creative use of facilities when space permits.
- Serve as an advocate for the department.

Occasional Job Functions:

Assume responsibility for special assignments by the Assistant Vice President/Dean of Students and Vice President for Student Success.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in student personnel work, administration, counseling, or related areas.

Experience:

- At least six years of successful full-time managerial and supervisory experience in college/university student personnel programs, at least three of which must be comprehensive, full-time experience managing in residential life and housing.
- Experience with budgeting and fiscal management.

Skills, Knowledge and Abilities:

- Personal and professional qualities and skills necessary to work effectively with a wide range of

individuals in a variety of settings in a manner to insure respect and cooperation.

- Commitment to professional growth and development.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application