Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: (X) Update
3. Position Number: 20084
4. School/College/Department: Housing
5. Department Number: 045018
6. Effective Date: Personnel Use Only
7. Section: 
8. FTE: 1.0
9. Budget Entity: 48 90 08
10. Pay Plan: 
11. Subsection: PRES
12. Class Code: 9435
13. City: Tallahassee
14. County: Leon
15. Class Code: 9427
16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Identify Essential and Marginal functions. Attach additional sheets if necessary, to properly describe the position.

Functions as a Coordinator, Student Affairs (with a working title of Resident Director) to the students in the Florida A&M University’s Housing Department. They must possess a student-centered philosophy fostering the development of residential communities and student learning. The responsibilities of this position necessitate the ability to respond to emergency situations outside regular business hours, including weekends and holidays. They are responsible for the overall direction and management of all areas of operation of this facility. This will include the following duties and activities:

ESSENTIALS

Facilities
• Responsible for daily operations of the Residence Hall: administrative, housekeeping, maintenance, and staff supervision.
• Inspects all rooms weekly for health, safety, improper equipment, and contract compliance.
• Conducts tours of all assigned facilities each week and communicates in writing all maintenance needs or issues to the appropriate maintenance staff.
• Reviews and follows up on all work orders ensuring successful accomplishment.
• Prepares and submits written weekly reports to the Housing main office regarding repairs, conditions, and issues within the facility.

Administration
• Selection, training, supervision, and evaluation of assigned support staff.
• Conducts audit and certification to ensure accuracy of current student rosters of the assigned facility.
• Maintains 100% accountability of all assigned keys and property.
• Prepares staff weekly duty schedules.
• Counsels individual students on social, personal, financial, ethical, and academic issues/concerns.
• Attends professional development programs, activities, conferences, workshops, and training sessions.
• Provides policy and procedures interpretation and enforcement of all administrative rules and regulations.
• Assists with the review and update of University Housing policies, procedures, rules, and regulations as necessary.

Housing Judicial Program
• Administers discipline to residents in accordance with policies and procedures and refer cases to other University Departments as necessary.
• Responsible for the timely and accurate completion of all Incident Reports for the assigned facility.
• Assesses and recommends best course of action regarding alleged policy violation.
• Conducts appropriate follow-up with staff and students regarding violations; works collaboratively with the University Judicial Officer, the University Police Department, and other entities as necessary.
• Maintains accurate judicial documentation in accordance with University policies and producers.

See attached for additional functions.
Crisis Management
- Responds consistently to emergencies with established University policies and procedures.
- Is in on-call status to respond to all emergency situations.
- Conducts follow-up evaluations and assessments of all crisis/emergency situations utilizing campus and community resources appropriately.
- Provides/coordinates appropriate training, literature, and programs that enhance residents’ safety and welfare within the facility.

Residence Housing Association (RHA)
- Recommends legislation benefiting the residence halls, sponsors campus-wide events, and brings all students living in residence halls together.
- Facilitates active student participation in the governance and programming activities in support of the mission of University Housing and the University.
- Actively recruits students to participate in Residence Hall Association.
- Facilitates leadership development programs and activities for RHA members and other residents.

Program Direction and Development
- Plans programs which supplement the educational, cultural and social aspects of the residents to include advising student groups pertaining to Residence Hall’s program promotions and organization.
- Develops and implements program evaluations and assessments tools.
- Develops and implements research projects regarding current student life issues.
- Provides assistance relating to the recruitment, selection, training, supervision, and evaluation of Resident Assistants.
- Responsible for the overall development and supervision of special events, activities, and programs assigned by the Director or the appointed designee.

Residency Requirement
- In an effort to ensure and facilitate Residence Life programs, services, and student safety, Florida A&M University will embrace a conceptual framework (through current and ongoing renovation projects) that will necessitate live-in requirements.
- As a live-in staff member in a designated area, he/she supervises resident assistants, advises student groups, and oversees the facility’s daily operations.
Position # 20084

17. **POLICY MAKING INTERPRETATION:** What statutes establishes or defines the work performed?
Serves as a full time professional member of the Housing Director’s Staff and on various department, division and University committees that involve policymaking and/or interpretation of issues pertaining to the students residing in the Housing facilities. Assists in ensuring that the goals and objectives for the Housing Department, Division of Student Affairs and the University are communicated and met.

18. **SUPERVISOR’S POSITION:**
   - Number: 20036
   - Class Code: 9369
   - Class Title: Assistant Director

19. **SUBORDINATE UNITS:** (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.)
   Assigned Resident Assistants
   
<table>
<thead>
<tr>
<th>Title</th>
<th>Position Number</th>
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<tbody>
<tr>
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<td>Clerk</td>
<td>20010</td>
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<tr>
<td>Clerk</td>
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20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.)
Confidentiality is required on all matters pertaining to student and University interest.

   Responsible for ensuring all students information is kept to the laws of the State of Florida, the University and the Federal Laws.

22. **KNOWLEDGE/SKILLS/ABILITIES:**
   Knowledge of computer applications such as Microsoft Office Suite, Residential Management System, PeopleSoft and other related software packages.
   Knowledge in the use of general office equipment.
   Skills in working with diverse groups of peoples.
   Skills in office administration functions.
   Skills in leadership and management
   Ability to communicate both verbally and in writing.
   Ability to work independently and respond to emergencies as they occur.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:** Please review statements below check all that apply.
   - This position requires a background check and/or fingerprinting. Florida Statues.
   - This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.
   - This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   - This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.
24. **SIGNATURES:**

Incumbent: ___________________________ Date: ___________

Reviewing Officer: _______________________ Date: ___________

Director of Personnel: _____________________ Date: ___________