### ESSENTIAL FUNCTIONS OF THE JOB

This position serves under the working title of Assistant Director of Housing and Residence Life. Responsible for the on-site management of Residence Life Programs. Oversees daily supervision of all Resident Directors and Clerks for dormitories and apartments, Resident Assistant staff supervision, support staff supervision, and provides assistance with facilities management and student discipline. Coordinates and facilitates student life programming and develops a community environment. Responsible for the selection, training, and supervision of the Resident Directors and Resident Assistants staff. Contributes to the advising of the Residence Housing Association and Housing Judicial Board, assists with evaluating and responding to student behavior, and assists with the management of administrative and facilities issues. Assists with Conference Services, Interfaces with the Student Information System in regards to PeopleSoft housing component.

### ESSENTIAL PERSONNEL

Provides assistance in the event of an emergency on campus for Student Housing including: pre-storm and post-storm preparation caused by Hurricanes, Storms, Floods, Disasters, etc. and/or other services as assigned by the Director of Housing and Residence Life, Vice President of Student Affairs, or Associate Vice President/Dean of Students.

**Program Direction and Development** – Responsible for developing a cohesive community of student housing residents and provides direction and leadership to the Resident Directors. Assists with key components of marketing the housing program to prospective residents and directs the annual quality of life survey of Housing students.

**Level of Public Contact (statement of internal and external business contact, including frequency and scope)** - Works daily with other aspects of the university community to include Student the Director and Associate Director of Housing and Residence Life as the university’s representative to the public on Housing matters as designated by the Director, Vice President for Student Affairs, or Associate Vice President/Dean of Student Life.

**Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor** – Daily and weekly meetings to discuss the direction of the department.

**Marginal Functions of the Job** -
Assistant Director, University Housing  
Position Number:  20036  
Class Code:  9369  

Education/Training/Experience – In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

**Specialized Minimum Qualifications:** Master’s degree from an accredited institution in an appropriate area of specialization and two years of appropriate experience; or a Bachelor’s degree from an accredited institution in an appropriate area of specialization and/or four years of residence life or student affairs experience.

**Preferred Qualifications:** Master’s degree from an accredited institution in Higher Education, College Student Personnel, Counseling, or related degree and two years of residence life or student affairs experience including supervisory experience. Experience with SCT Banner or PeopleSoft Student Information System.

**Knowledge, Skills, Abilities:** Knowledge of residence hall living and/or student development; strong interpersonal, supervision, and teamwork skills; and demonstrated organizational skills. The ability to assume responsibility, work independently and take initiative. Demonstrated commitment to equity and social justice. The ability to work effectively and positively in an environment characterized by change.
Florida Agricultural and Mechanical University
ADMINISTRATIVE & PROFESSIONAL
POSITION DESCRIPTION

Position #

17. POLICY MAKING INTERPRETATION: What statutes establishes or defines the work performed?
Provides policy interpretation and direction for all Housing policies and contracts as designated by the Director of
University Housing. Responsible for the implementation and tracking of the Housing strategic plan and retention
efforts, training and development of staff, and implementation of a Housing judicial system.

18. SUPERVISOR’S POSITION: Number: 20026  Class Code: 9350  Class Title: Director, University Housing

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position
titles of positions directly supervised.

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Class Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>20084, 20001, 20154, 20167, 20150, and 20414</td>
<td>Coordinator, Student Affairs</td>
</tr>
<tr>
<td>20010</td>
<td>Sr. Clerk</td>
</tr>
<tr>
<td>20007, 20181, 20089, 20075, and 20013</td>
<td>Clerks</td>
</tr>
</tbody>
</table>

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility
for funds, amount and consequence of error.

Responsible for the Housing budget allocations to the Resident Directors for programming budgets, and for daily
operations budgets for the position’s respective area. The successful monitoring of budget is critical to this
position.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial
to the successful operation of the University.)

Responsible for insuring all student information is kept according to the laws of Florida, the Federal Government
and University policies.

22. KNOWLEDGE/SKILLS/ABILITIES:
Knowledge of residence hall living and/or student development; strong interpersonal, supervision, and teamwork
skills; demonstrated organizational skills. The ability to assume responsibility, work independently and take
initiative. Demonstrated commitment to equity and social justice. The ability to work effectively and positively in
an environment characterized by change.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW: Please review
statements below check all that apply.

x 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: ______________