

Director of Housing and Residence Life
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=118989>

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Posted Jan. 30, 2019, expired Jun. 1, 2019

Job Title	Director of Housing and Residence Life
Department	Office of Student Affairs
Institution	Tuskegee University Tuskegee, Alabama
Date Posted	Jan. 30, 2019
Application Deadline	Feb. 21, 2019
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Residential Life
Job Website	https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/director-of-housing-and-residence-life
Apply By Email	employment@tuskegee.edu

Job Description

Posting Date: January 30, 2019

Posting End Date: February 21, 2019

Position: Director of Housing and Residence Life

Location: Student Affairs- Housing and Residence Life

Status: Full Time

Special Qualifications

In keeping with the President's commitment to Tuskegee University becoming an "Outcomes-Oriented University," the ideal Director will possess the willingness to use their expertise to assist in the

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university's efforts to be a sustainable academic organization committed to excellence.

Tuskegee University is 2015-2020 Strategic Plan

<http://www.tuskegee.edu/strategicplan>

Essential Job Duties and Responsibilities

The Director of Housing/Residence Life is responsible for providing leadership and vision for the Housing/Department of Residence Life and creating a residential environment consistent with the goals of the University and the Division of Student Affairs. Under the administrative direction of the Vice President for Student Affairs, the Director is responsible for all programming and operations management of the residence halls/apartments, supervision of the Facilities Maintenance Coordinator, Residence Hall Directors, Office Manager/Data Analyst, Assignment/Inspections Coordinator and student workers/resident assistants. Other duties and responsibilities include:

- Hire, train, assess and supervise all Housing/Residence Life Staff
- Utilize a strong understanding of student development theory and issues facing student populations to shape the Departmental activities and interactions with staff and student residents
- Set standards and policies for Housing Residence Hall professional staff, including Resident Assistants and other student employees to ensure efficient operations and programming
- Develop and implement Residential Life policies and procedures, ensuring compliance with standards and laws
- Conduct annual procedural reviews
- Monitor and provide fiscal management of Housing and Residence Life budgets;
- Participate in coordinating contracts with outside vendors, such as laundry machine vendor and snack/vending machine service providers
- Oversee the physical environment in conjunction with facilities, staff, to maintain a safe, secure and healthy living environment
- Ensure the security and safety of students through appropriate training and following procedures for crisis and risk management
- Effectively communicate and collaborate with parents, students, administrators, staff, and other constituencies in a positive manner
- Conduct weekly professional staff meetings
- Review and approve all marketing materials, forms, and signage, to include brochures, posters, handbooks, and more
- Participate in Residential Life programs, university visit days and special weekends
- Serve on various Student Affairs and University-wide committees
- Represent the Department of Housing/Residence Life and establishes collaborative relationships with other university departments
- Evaluate and assesses University housing occupancy, retention, and projection trends; oversee the residential facilities to maintain a safe, secure, and healthy living environment; confirm that all room

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assignments and billings are completed and communicated to students

- Develop and oversee residential communities that utilize best practices in student development and research to create engaging, learning environments; Actively support residential learning communities
- Ensure the security and safety of students; be responsible for crisis and risk management
- Prepare all requested reports associated with Housing and Residence Life
- Perform special projects and other duties as assigned by the Vice President for Student Affairs

Qualifications

- Bachelor's degree required in Business, Hospitality, Hotel/Restaurant Management, or related field is required; Master's degree in Student Affairs, Higher Education, or related field preferred
- Must have three to five years of housing, residence life, student affairs or related experience
- Must have supervisory experience
- Must have the ability to handle high-volume administrative tasks in a timely manner
- Must have the ability to communicate effectively, both orally and in writing
- Applicants should have a strong background in building collaborative relationships
- Must have outstanding customer service, organizational, planning, communication, training, and human relations skills
- Must have working experience with Microsoft Office Suite (Word, PowerPoint, Excel, etc.)
- Occasional evenings and weekends may be required

Salary

Commensurate with education, training and experience

**The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. **

APPLICATIONS will be accepted in the Office of Human Resources. Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of (3) to (5) references (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Office of Human Resources

Attn: Employment/Recruitment

1200 West Montgomery Road

101 Kresge Center

Tuskegee University

Tuskegee, Alabama 36088



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Email Address: employment@tuskegee.edu Fax: 334-724-4319

EEO/AA Policy

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled
Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment. Must be able to pass a drug screen and background check.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Office of Human Resources
Employment Manager
Tuskegee University
1200 West Montgomery Road, Ste. 101
Tuskegee, AL 36088

Phone Number 334-727-8510
Fax Number 334-724-4319
Contact E-mail employment@tuskegee.edu