Title: Director Resident Education & Development

Pay Scale Group: 19-01

Essential Function

Under general supervision from a designated administrator, responsible for administration, staff development, direction and supervision of residence halls.

Characteristic Duties

Direct recruitment, selection, training and supervision of professional and paraprofessional staff;

Direct and monitor the development and recommendation of policies and procedures;

Coordinate assessment of residence hall damage charges. Provide advice to Residence Hall Association;

Provide Instruction for resident adviser classes;

Create, administer and manage budget;

Liaison with university offices to provide services to residence halls. Chair department committees;

Direct preparation of information and statistical reports;

Participate in professional activities;

Represent Resident Education & Development at cabinet level meetings;

Coordinate development and update of Resident Education & Development publications;

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.);

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with five (5) years’ experience; -OR- Associate's degree with seven (7) years’ experience; -OR- nine (9) years’ experience. Degree must be in Student Personnel, Counseling, Higher Education or a related field. Experience must be in residence hall administration. Experience may also require at least three (3) years supervision.