

Director of Housing and Student Life

Department: Student Services

FLSA Status: Exempt

Job Status: Full Time

Work Schedule:

Reports To: VP of Enrollment and Student Success

Amount of Travel Required: Occasional Travel Required

Positions Supervised:

Residence Life Staff, Advisor to the Associated Students of Miles Community College, Work-Study, liaison for campus counseling services

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. This position is required to live on-campus in an apartment provided by the College for the duration of the contract.

Responsible for the strategic leadership and day-to-day operations of Student Programs and Residence Life on campus. This includes advocacy for students in the governance process, student rights, freedoms, and responsibilities, school policies, and state laws affecting students. General oversight of all student activities on campus, advising of the Associated Students of Miles Community College, and management of Pioneer Village Residence Life staff and facilities.

Essential Functions Statement(s)

- Develop, coordinate, execute, and assess a comprehensive student activities program of educational, recreational, social, and cultural programs which appeal to a diverse audience at the college and in the community.
- Effectively manage a strong Residence Life Program fostering an environment of living and learning in Pioneer Village.
- Assist with campus student discipline issues including the Pioneer Village discipline. Refer students who are having difficulty with academic, personal, or financial issues to the appropriate departments for interventions.
- Coordinate and monitor the administrative and operational functions associated with the management of Residence Life and Pioneer Village. Pioneer Village consists of approximately 165 residents living in three apartment-style lodges and Pioneer Hall.
- Select, train, lead, and supervise Residence Life Staff.
- Interprets, reviews, and writes the Residence Life Handbook and housing contracts.
- Be available for Welcome Wagon, all building openings/closing, all training of Residence Life Staff, student activities and events, and critical incidents occurring in Pioneer Village. These activities could occur during the evening hours.
- Coordinate comprehensive summer housing program including summer conference housing, summer rental to outside agencies, and general summer housing for MCC students. This includes coordinating swift turnaround of cleaning staff to accommodate new residents.
- Work with Vice President of Enrollment and Student Success in administering student conduct process.
- Work closely with the Enrollment Action Team to promote and develop a culture of student retention on campus.
- Prepare and submit occupancy and other reports as needed.

- Manage AlcoholEdu and Haven training programs for all students, ensuring compliance with Montana Board of Regents policies as well as Federal adherence to the Violence Against Women's Act regulations.
- Assist with maintaining Maxient software and responsible for accurately tracking campus incidents through Maxient, especially as they relate to Clery Campus Safety requirements.
- Serve on various committees across campus, including the Residence Life Committee, Enrollment Action Team, and other committees as assigned.
- Serve as an investigator on MCC's Title IX team.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Seeks increased responsibilities; Takes independent action.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.

- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

SKILLS & ABILITIES

Education: Bachelor’s Degree Required, Master’s Degree in student personnel administration, higher education, or student affairs preferred.

Experience:

- Minimum Experience Required: One to three years of experience in Residence Life Systems developing, implementing, and assessing student programs, campus conduct, social justice, and diversity awareness programming. One to three years of experience as a member of a Residence Life Staff.
- Preferred Experience: Three to five years in Residence Life supervision and management of a comprehensive campus housing operation.

Computer Skills

Proficient computer skills to include Microsoft Office Software, Banner, and social media.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ **DATE** _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ **DATE** _____

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.