Assistant Director of Student Housing and Residence Life for Operations

Definition of Class
This is a professional position in which the incumbent assists the Associate Director to administer the Student Housing Operations, coordinate annual summer conferences, and coordinates work of professional and paraprofessional staff in the areas of summer conferences and operations. The incumbent frequently makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Administers, maintains and improves administrative systems for contracts and assignments.

Investigates and responds to concerns of students, parents, university staff concerning Student Housing.

Works with the Office of Outreach and Continuing Studies, Orientation, and Athletics to develop and implement a comprehensive summer conference and sports camp program to include scheduling and regular customer feedback.

Selects, supervises, and trains summer camp and conference staff.

Coordinates summer use of housing facilities for conferences and sport camps including contact with sponsors, bookings, agreement for services, billing, collections and communication to appropriate university offices.

Evaluates all conference sessions and prepares assessment documentation.

Oversees key inventory and operations for all on-campus housing facilities year round.

Oversees inventory control for Student Housing and works directly with Procurement Services and student housing staff.

Assists in the supervision and coordination of the maintenance staff work assignments which includes performance evaluations.

Assists in monitoring of the Student Housing Operations budget.

Assists the Associate Director for Operations in developing and coordinating long range capital improvements and major renovation programs which include development and implementation of interior design projects.

Assists with the administration of all housekeeping activities for the Department of Student Housing facilities.

Confers and works with the Facilities Planning Office in the development and implementation of capital improvement projects.

Monitors and Assists in computerized maintenance management software (TMA) and SAP; develops and implements cost saving measures.

Provides training for departmental staff members in areas related to maintenance which includes safety and security.

Inspects buildings and facilities to ensure compliance with safety codes, rules and regulations.

Coordinates special housing for those with disabilities.

Coordinates Lighten Your Load community service project at the end of each academic year and any special projects as needed.

Serves on departmental committees and task forces as assigned.
Serves as the lead in the absence of the Associate Director for Operations.

Ensures all assigned tasks are in compliance with University, SEC, and NCAA rules.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops and implements a comprehensive summer conference and sports camp program.
2. Assists in the supervision and coordination of the maintenance staff work assignments.
3. Monitors and assists in maintenance software (TMA).
4. Oversees key inventory and operations for all campus housing facilities year round.
5. Oversees inventory control for Student Housing and Residence Life.
6. Assists in monitoring the Student Housing Operations budget.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; stand; walk; and talk and hear. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university in Higher Education or related field.

  **AND**

- **Experience:** Three (3) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.
The University of Mississippi is an EOE/AA/Minorities/Females/Net/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/IDEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.