Assistant Director - Student Housing and Residence Life for Administration

Definition of Class
This is a supervisory position in which the incumbent frequently exercises discretion and independent judgment in managing and coordinating the Village and Northgate Apartment operations. Incumbent oversees the housing assignment process and develops and implements residence life programs and activities.

Examples of Work Performed
Supervises live-in graduate assistant apartment managers. Advises councils that represents student interests and promotes community and family programming. Coordinates the processing of administrative paperwork relative to check-in, checkout, and health and safety inspections.

Oversees and supervises the assignment of permanent housing for students. Creates the assignment schedule.

Serves as spokesperson for the Village and Northgate Apartments. Assists with marketing efforts and related publications.

Serves as liaison with students and parents regarding complaints and questions.

Serves as advisor for the Housing Appeals Committee.

Supervises and trains clerical support staff. Oversees work assignments to ensure completion of tasks.

Oversees rent and billing verification processes.

Develops and prepares reports for departmental utilization.

Oversees package delivery program. Ensures program is efficient, accurate and secure. Resolves problems with delivery and pick-up.

Serves on-call for crisis management situations.

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. Manages the daily operations of the Village and Northgate Apartments.

2. Oversees the housing assignment process for students.

3. Supervises support staff.

4. Coordinates and oversees the rent and billing verification process.

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 talk and hear and use hands to finger, handle or feel objects tools or controls. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

- **Education:**
  Master’s Degree from an accredited college or university.

  AND

- **Experience:**
  Two (2) 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.

Rev. 05/01/2015

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