Assistant Director of Student Housing and Residence Life for Special Programs

Definition of Class
This is a professional position in which the incumbent coordinates annual summer conferences, creates and initiates special interest group housing and freshman interest groups, manages the various programming models for the residence halls, and coordinates work of professional and paraprofessional staff in the areas of programming and summer conferences. The incumbent frequently makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Works with Center for Public Service 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 conference staff. Coordinates staff in conference housing during intercessions and summer breaks.

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

Evaluates all conference sessions and prepares assessment documentation.

Develops floor, building, and hall programming goals and coordinates work of staff to accomplish those goals.

Maintains a programming database to schedule, evaluate, and track all residence life programs.

Responsible for the assessment of student programming in the department.

Provides leadership to student staff in creating active and passive programs.

Manages programming resource room by purchasing supplies, monitoring spending, and evaluating staff needs to meet programming goals.

Coordinates the development of living learning floors and freshman interest groups which support the academic mission of the University.

Develops, implements, and assesses programming to support a variety of areas including, but not limited to, faculty involvement, first year experience, civic engagement, and service learning.

Coordinates desk operations in all residence halls.

Coordinates community service projects.

Serves as a core member of the Residence Life management team by participating in the planning and coordination of the overall Residence Life area.

Ensures all assigned tasks are in compliance with University, SEC Conference, 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. Coordinates annual summer conferences, youth groups, and guest housing programs including booking,
scheduling, service packaging, collection, and evaluation.

2. Develops, implements, and assesses special interest programming.

3. Coordinates the scheduling, tracking, implementation, and assessment of floor, building, and hall programming efforts and manages programming resources.

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

Experience/Educational Requirements:

Education: Master's Degree from an accredited four-year college or university.

AND

Experience: Two (2) years 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.

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