



Savannah State University Position Description – Director Residential Services/Programs

POSITION DESCRIPTION

Position Title: Director-Residential Services and Programs FLSA Status: Exempt
Reports to: VP – Student Affairs
Department: Center for Residential Services and Programs
Date Prepared: June 2003

BASIC FUNCTION

The purpose of this position is to develop and implement an on-campus living and learning environment that enhances the collegiate experience while promoting the mission of SSU. This position develops an on-campus housing environment that is comfortable, accessible and secure. This position also works to implement programs that foster the out-of-class learning experience for students to promote their personal learning and development needs.

NATURE & SCOPE

Reporting directly to the Vice President of Student Affairs, this is a project-oriented position that acts as a professional on issues that pertain to residence life. The position requires the application of theories and principles related to a specific discipline gained from an application of diversified experience.

Most work is self assigned, but is reviewed by the Business office. The incumbent in this position has discretionary authority in some areas including room complaints and refunding of deposits, however issues including policy changes and dismissals must be reviewed by the Business Office. Also, the incumbent in this position must deal with student issues that can be challenging.

This position also develops an annual budget for the department, makes sure that room deposits are collected, maintains office supplies and inventories, and processes fees for other miscellaneous items.

PRINCIPAL ACCOUNTABILITIES

- Coordinates the housing unit of Residential life, specifically room assignments and changes, using the Housing, Event and Location Module of Banner, administers the housing renewal process, and implements and enforces policies and procedures.
- Administers the student and residential life programs, directs staff program development, directs student affairs programs, formulates and implements policies and procedures.
- Participates in and/or chairs various campus committees and attends meetings to represent undergraduate student life issues, serves as an expert resource on matters affecting residential student life and participates in the development of outreach and retention programs; reviews, analyzes and provides recommendations for new program development and special projects, Interfaces with various University components including student groups.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires beyond four years of college but typically less than a graduate degree as well as thorough knowledge of Banner, ID card systems, and keyless entry systems.