



Savannah State University Position Description – House Director/Program Coordinator

POSITION DESCRIPTION

Position Title: House Director/Staff Assistant FLSA Status: Non Exempt

Reports to: Director of Residential Services and Programs

Department: Student Affairs

Date Prepared: July 2010

BASIC FUNCTION

The House Director/Staff Assistant is responsible for creating a safe living environment for Savannah State University students. The incumbent is expected to implement policies and procedures within University guidelines for living in on-campus housing. This position serves as a means of ensuring that residential halls are operated smoothly on the campus of Savannah State University. Also, is responsible for planning, coordinating, marketing, scheduling, and implementation of programs for all residential facilities.

NATURE & SCOPE

Reporting directly to the Director of Residential Services & Programs, the incumbent in this position has the latitude to consider courses of action within the constraints of well-defined University policies and procedures or under the direction of the Director of Residential Services and Programs. The position must have decisions approved concerning budgetary matters in the Residence Halls or workshops. Challenges of this position include managing conflicts between residents as well as managing the role of being a student and a House Director. This position must also work to attract students to living in the Residence Halls. On a daily basis, the incumbent in this position must interact with the Office of Residential Services and Programs, and the other Residential Facilities to ensure the health and welfare of hundreds of students.

PRINCIPAL ACCOUNTABILITIES

- Selecting, supervising training, and evaluating Resident Assistants.
- Implementing the University's residential living policies and procedures.
- Handling administrative matters, reporting maintenance matters and managing room check in procedures
- Responsible for arrangements, planning, marketing, and evaluation for programs for all residential facilities
- Responsible for scheduling fee-based projects necessary to support their programs

In all activities, the House Director/Staff Assistant for Student Affairs is expected to model and promote the values of the Division of Student Affairs: student-centered philosophy, integrity, interconnectedness, passion, quality, respect, civility, responsibility and the richness of diversity.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Minimum of a Bachelor's degree or an equivalent combination of training and related experience. Three consecutive years work experience in residence life, business and student development skills, and a strong interest in working with student groups. Willingness to work evenings and weekends as the job may require. Knowledge of college or university policies.