**CLARK ATLANTA UNIVERSITY**  
**Job Description**

<table>
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<tr>
<th>Position Title:</th>
<th>Director of Residence &amp; Housing</th>
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<tr>
<td>Department:</td>
<td>Residence Life</td>
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<tr>
<td>Reports To:</td>
<td>Vice President of Student Affairs</td>
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*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

**General Function (Description):**

The Director of Residence Life & Housing is responsible for programmatic and administrative management of all facets of on-campus housing and residence life, both undergraduate and graduate student housing. Responsibilities include: management of the housing assignment system, residential life activities, planning for on-going and future on-campus housing needs, fiscal management, and personnel supervision. The Director is responsible for reviewing and planning priorities and sequences of operational procedures and manpower requirements. The Director engages in short and long range planning that reflects institutional goals and aids in the support and realization of these goals through day-to-day housing operations and programs. The Director of Residence Life & Housing reports to the Vice President of Enrollment Services.

**Examples of Duties and Responsibilities:**

- Provide leadership for an on-campus housing program that reflects institutional goals.
- Direct and coordinate through subordinate supervisory personnel, activities in residence halls, which build positive community living environments.
- Recommend and implement departmental budget.
- Provide for students' emotional, physical and academic support and refer residents who need special services to the appropriate department.
- Coordinate with the Admissions, Registration, Student Accounts and other offices regarding enrollment, housing needs and assignments, and residential facilities maintenance.
- Receive and maintain data on student housing operations, assignments, withdrawals, room changes and other operations.
- Evaluate staff performance annually and handle discipline transfers, discharges or disciplinary measures.
- Conduct performance appraisals.
- Manage the delivery of services, educational programs, administrative policies and procedures and relevant information.
- Structure standard operating and working practices and monitor staff to insure standards compliance.
- Develop short and long-range plans for student housing and residence life that reflect the overall goals of the division and the university.
- Ensure that pre-service is provided for all staff members.
- Direct office and staff personnel in modern business principles and methods to ensure accurate and efficient products and work flow.
Knowledge, Skills and Abilities:

Demonstrated success at building morale and motivating staff at all levels.
Ability to plan strategically.
Goal oriented management style.
Sound judgment and strong decision making skills.
Excellent written and oral communication skills.
Knowledge of the principles and practices of student personnel administration.
Knowledge of student development and student housing theory and philosophy.
Ability to work with diverse staff, students and parents.
Extensive knowledge of residential programming.

Minimum Hiring Standards:

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<tr>
<th>Education</th>
<th>A Master's Degree in Student Personnel or other related field required.</th>
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<td>Years of Experience</td>
<td>Five years of administrative experience in higher education. Three year’s experience in residence life/student housing administration preferred.</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>Candidates must demonstrate experience in management, staff supervision, and active involvement in related professional organizations.</td>
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