

DIRECTOR OF STUDENT HOUSING


This is highly responsible administrative work in the overall planning, organization, coordination, direction and evaluation of the Student Housing Program on the Mānoa Campus. A position in this class is responsible for providing overall leadership in developing student housing policies: planning and developing long and short-range plans for additional student housing facilities on and off campus; developing and maintaining a preventive maintenance repairs and alteration facility program; overseeing the financial management and fiscal operations associated with the student housing program; directing the development and implementation of a comprehensive residence hall social and educational program; and ensuring that an effective security program for the protection and safety of student residents in each facility.

Work includes developing and implementing policies and procedures for priority applicants and assignment to dormitory facilities; overseeing the fiscal operations to ensure that expenses do not exceed revenues and maintaining an adequate fund reserve to meet bond obligations; directing the development of new or revision of existing, internal guidelines and procedures to meet new federal and state rules and regulations; developing and justifying the operating budget and capital improvement programs; directing full time staff and student resident workers in the daily operations; implementing and coordinating major and minor building, repair and renovation projects for housing facilities; coordinating food services program; coordinating the availability of housing services for conferences, student exchange programs, etc., during spring and summer breaks; and serving as the designated representative of the University in the resolution of grievances, administration of collective bargaining unit contracts and student codes for all personnel and residents of the Student Housing Program.

Work requires considerable personal contacts with a wide variety of individuals and organizational groups; establishing and maintaining effective working relationships with senior executives, campus administrators, student and student organizations, vendors, staff and representatives of other state agencies. Work requires experience and knowledge relative to student housing and residential life programs; property management, risk management and preventive maintenance programs for facilities; and financial, budget and cost management. Ability to work effectively with students, faculty, staff and the general public; communicate effectively both orally and in writing; and develop and interpret policies, procedures and other guidelines. Supervision is exercised over a staff of professional, clerical, maintenance staff and student employees. Work is reviewed by the Dean of Students for the accomplishment of program objectives and results obtained.

Work also requires that the incumbent be available on a 24-hour, 7-day basis to supervise all crisis management activities, and to respond to health and safety emergencies.

The amendment of the class Director of Student Housing, revised February 16, 1996, is approved effective the date of the signature below.



Senior Vice President for Administration

NOV 15 2000

Date