

Lawson State

COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION TITLE:	INTERIM DIRECTOR OF HOUSING AND RESIDENT LIFE
DEPARTMENT:	Instructional
FLSA:	Exempt
REPORT TO:	Dean of Educational Support Services
POSITION SUMMARY:	The Interim Director of Housing and Resident Life is responsible for administering campus housing policies and procedures and monitoring all aspects of Student Housing. They are also responsible for the maintenance and upkeep of the campus residence facility.

ESSENTIAL JOB FUNCTIONS:

1. To monitor the activities of the staff and students in the campus residence facilities.
2. To provide leadership, supervision and assessment of staff.
3. To work with the Facility Department to maintain the physical upkeep of the Residence Facilities.
4. To serve as liaison between the students in the Residence Facility and the Administration
5. To set procedures and develop policies for the use of residential facilities.
6. To work with campus security staff the ensure residence facilities are safe and secure for residents and staff.
7. To monitor the college real property to ensure all property assessments and legal issues and resolved.
8. To maintain working relationship between the college community and the local home owners.
9. To ensure that on-campus residents complete the process prior to checking in to the facilities.
10. To perform other job related duties as may be assigned by the Dean of Student Life and/or President.