

Director of Housing and Residential Education
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the supervision of the Dean of Students, or assigned supervisor, manages all aspects of the College's Residence Life Program, including student development and operations components. Employ a student-centered approach to provide a safe and quality living environment to a diverse student population. Supervise, assign, review, and participate in the work of staff responsible for the Residence Life program, which includes student housing, activities, advising, and resident conferences.

Examples of Duties

1. Directs, plans, and provides strategic management for residential education, housing operations, and related services.
2. Develop and implement support structures, systems, and services that promote student participation, equity, and success.
3. Oversees, directs, and implements a comprehensive and high-impact living and learning Residential Education Program for student residents to further the educational and social goals of the College.
4. Develop a residential learning community model to meet the college's strategic academic and social goals and connect departments and programs to the residential experience for students of the Residential Education Program; responsible for developing high-impact living-learning communities within the residence halls.
5. Recruits, selects, supervises, and provides guidance, education, training, instruction, support, mentorship, and counsel to Residence Life staff.
6. Oversees, directs, and implements the residential agreement enforcement process. by approving prospective resident applications and renewal leases, conducting periodic apartment inspections, following proper notice requirements, evicting residents, and imposing and collecting late fees and other charges as is allowable and stated in the terms of the agreement
7. Develops and ensures essential Residential Education Program operations and schedules to include facility coordination, move-in and move-out calendar and processes, special events, summer operations, ongoing maintenance/custodial and facility renovations, room assignment processes, room inventory systems, and building construction. Ensure all communication and dissemination of operations schedule is provided to the campus community and work collaboratively with campus facilities and maintenance and operations teams.
8. Provides input into the development of budgets by analyzing and evaluating financial statements, reviewing current and projected marketing information, and accessing operational reports that establish historical and predictable performance patterns.
9. Manages and oversees budget development; manages auxiliary budgets related to housing and residential education, including but not limited to facilities, maintenance, personnel, special events, and space allocation.

10. Oversees and monitors residential community standard and campus-wide student conduct investigations and disposition of complaints. Ensures student conduct processes and procedures are followed per district policies.
11. Assists with crisis intervention, stabilizes situations, investigates and resolves student concerns, and coordinates the notification of appropriate individuals in accordance with the District and College policies, procedures, guidelines, and professional judgment.
12. Assists with enforcement of college policy, including alcohol and drug policies, and helps maintain a consistent approach to enforcement and ensure that policy violations are managed within the residential environment.
13. Manages and participates in the Residential Education Program emergency response team. Serves as an Administrator-On-Call (AOC) for emergencies.
14. Interfaces with college partners regularly to ensure project goals are being met.
15. Keeps abreast of emerging trends and changes in the industry and area(s) of responsibility by attending internal and external training classes, resident meetings, and other events for the purpose of accessing other information and resources.
16. Serves in various college roles and collaborates on behalf of the Office of Student Life.
17. Serves as one of the campus's designated College Disciplinary Officers.
18. Performs other job-related duties as assigned.

Minimum Qualifications

- Master's degree from an accredited college/university, preferably in counseling, educational leadership, student success systems, management, organizational development, or a related field.
- A minimum of three years of equivalent, full-time experience working with residential programs with progressively increasing responsibilities or management-level administration in departments closely related to areas of Director's responsibilities.
- A valid driver's license is required.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- College policies and procedures, Title IX, VAWA, Campus SaVe Act, student conduct and grievance protocol, student due process, negotiation, and conflict resolution skills.
- Facilities operations.

- Services and activities of a college residence life program.
- Principles and practices associated with student development.
- Laws and regulations pertinent to student residence hall housing.
- Student educational programming.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods, and equipment, including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Coordinate and direct college residence life programs.
- Supervise, organize, and review the work of assigned staff involved in administering residence life programs.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies, and procedures for providing student residence hall housing.
- Understand the organization and operation of the College as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures and applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Apply collaborative decision-making processes.
- Evaluate and solve administrative student relations problems and independently take corrective actions.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the College to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, District staff, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality of privileged information obtained in the course of work, handle personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact, and diplomacy.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
3	Ability to lift 10 pounds.
3	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

D.8.2024