



Position Title: Campus Housing Manager

Reports To: Director of On Campus Living

Department: Student Success

Classification: Full-Time, Exempt, Benefits Eligible

POSITION OVERVIEW

The Campus Housing Manager is a full-time professional staff member and is responsible for providing overall management and leadership in residential building(s). Principal responsibilities include staff supervision and development, residential education, community development, crisis management, administration and building management, student conduct, hall council advising, summer operations, and other departmental responsibilities. The primary role of the professional staff member is to be available in the residence halls for student contact, a desire to spend evening and weekend time with students is required. The Campus Housing Manager is supervised by a Director in the programmatic area.

DUTIES AND RESPONSIBILITIES

Staff Supervision and Development

The Campus Housing Manager is responsible for providing leadership, supervision, and development for the staff within their area. These responsibilities include:

- Selecting, training and supervising the staff in their building(s)/areas (may include, Resident Assistant, and Desk Receptionists)
- Assisting in planning and conducting a departmental orientation and training workshop prior to each semester
- Providing for each Resident Advisor's individual development through periodic performance reviews
- Facilitating on-going team building and staff development opportunities
- Assisting in the development of techniques for evaluating Resident Advisor program

Residential Education

The Campus Housing Manager is responsible for creating an environment where the educational potential of the residential environment can be realized. These responsibilities include:

- Planning and implementing educational, cultural, and academic activities designed to meet the diverse developmental needs of students
- Conducting formal and informal assessments to determine the needs of residents
- Providing leadership to any lifestyle programs that are housed in their building(s)/areas

Community Development

The Campus Housing Manager is responsible for fostering a sense of community in their building(s)/areas. These responsibilities include:

- Working with the Resident Assistants staff in the development of activities designed to develop connections between residents
- Using creative and innovative methods to personally connect to residents
- Providing informal counseling and referral to individual students
- Providing counseling support to the Resident Advisors in, working through student problems and concerns
- Coordinating the department's response to roommate conflicts and other resident concerns
- Eating meals in the student dining facilities to increase visibility and connection opportunities with students.

Crisis Management

The Campus Housing Manager is responsible for the management and referral of incidents that occur in their building(s)/areas. These responsibilities include:

- Participating in year-round duty rotation to provide support to the residential population
- Working closely with the Counseling and Teaching Learning Centers
- Maintaining awareness of campus and community resources

Administration and Building Management

The Campus Housing Manager is responsible for the overall administrative operations within their building(s)/areas. These responsibilities include:

- Providing hands-on leadership during the openings and closings of the residence halls
- Participating in regular building tours and conducting Health and Safety Inspections
- Coordinating the program budgets for the staff and hall council accounts
- Managing the occupancy and assignment procedures and records
- Coordinating damage accountability and billing process
- Ensuring the proper management of keys (student room, common area, and staff/office keys)
- Building relationships with housekeeping, zone maintenance, security guards to assure that physical environment be maintained at optimum levels.

Student Conduct

The Campus Housing Manager is responsible for the student conduct process in their building(s)/areas. These responsibilities include:

- Managing student conduct cases (student meetings, delivery and tracking of sanctions, etc.)
- Referring cases to the college's student conduct system in a timely fashion.

Departmental Responsibilities

The Campus Housing Manager is responsible for assisting with a variety of departmental and/or campus-wide committees or projects. These responsibilities include:

- Serving on departmental committees (RA Selection, RA Training, etc.)
- Participating in Summer and Fall Orientation

- Assisting with divisional projects
- Co-advising the Resident Students Association as assigned
- Assisting with the planning of campus-wide educational and social activities

Additional Responsibilities

The Campus Housing Manager is responsible for other responsibilities as directed by their supervisor(s).

MINIMUM JOB REQUIREMENTS

- A Bachelor's degree is required.
- Experience working with diverse student groups within a college residence hall environment is required.
- Must be willing to work a regular evening shift with on-call overnight hours
- Must be willing to live in an on-campus apartment which is provided by the college

KNOWLEDGE, SKILLS, & ABILITIES

- Excellent communication and interpersonal skills
- Commitment to social justice and diversity
- Excellent Data management skills, good working knowledge of MS Word, and Excel
- High energy, creative and flexible
- Excellent customer service skills and attention to detail
- Positive attitude with a strong work ethic
- Excellent writing, speaking, listening, and teaching skills
- Excellent customer service skills
- Ability to develop strong professional interpersonal communications skills when working with customers (diverse students, parents, and alumni) and co-workers
- Ability to maintain confidentiality
- Ability to work independently and establish priorities
- Ability to work flexible work hours with 24/7 on-call

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms, to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line.

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed

- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations and No Phone Calls Please