



Job Title	Director, Housing & Residence Life	Job Code	SD0318
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		Subfamily	Housing & Residential Life

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Housing & Residential Life Professionals are responsible for the direction of all residence hall operations for students. They may also administer off-campus housing programs.

Job Summary

The Director has comprehensive responsibility for the management of the Department of Housing and Residence Life, a self-supporting auxiliary, that includes university owned, managed, and leased housing facilities well as the residence life and education program in UCF affiliated housing.

Representative Duties

1.

- Oversees departmental funds and operational expenses
- Manages residence hall facilities, and leads and directs a staff of A&P, USPS, and full-time OPS employees, and student employees

2.

- Develops and manages annual budgets and the establishment of rental rates so that sufficient revenue is generated to meet debt service, pay operational expenditures, and fund each unit appropriately
- Plans for and funds a viable residence life program and residential curriculum as well as space, equipment, furnishings, supplies, and the technological needs of the department
- Plans new housing projects and provides data for future housing facilities
- Facilitates feasibility studies that justify new housing
- Writes building programs
- Develops financial proformas and contributes to the creation of construction budgets
- Participates in the funding process and serves as the owner's representative during the construction period

3.

- Ensures the recruitment, selection, training, and supervision of staff utilized in the operation of the housing and residence life program
- Ensures the safety and welfare of all residents and promotes safety through programming and other educational means including planning by the DHRL Safety Coordinator
- Develops and maintains departmental emergency management and continuity of operations plans
- Ensures that fire safety regulations are being followed, and that facilities are within fire safety codes

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ years of leadership experience OR 4+ years of relevant work experience with a Master's Degree 2+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.