

JOB DESCRIPTION



Position Title: Division Assistant – Residence Life

Department: Residential Life

Employment Category: Non-Exempt Staff

Primary Location: Douglas Campus

FLSA Classification: Non-exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE06

Position Summary: The Division Assistant Residence Life is responsible for business operations and administrative support to the Director of Residential Life and department staff and for applying administrative knowledge and exercising of initiative, independent judgment, and decision making.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Performs exceptional customer services for students, employees, and the public; responds to requests as appropriate including resident lock-outs and crisis management, greets visitors and directs as required

Manages business operations; including purchasing event supplies and event coordination with staff and other departments. Provides clerical and organizational support to department staff; maintains and tracks information, performs data entry and verification, ensures data integrity, prepares, letters, memoranda and other correspondence; logs, tracks and distributes documents processed by the division; masters department calendar; processes mail and correspondence for department staff and students who live on campus, compiles periodic reports, maintains a calendar of department activities, performs routing, copying and filing, maintains office supplies inventory

Processes housing applications, contracts and assists in the coordination of room assignments; gives tours of the residential facilities for incoming and prospective students; assigns, distributes, and collects residential keys; maintains residence hall enrollment status lists to ensure compliance; coordinates room inspections and welfare checks when needed; manages work requests to be completed by maintenance, closely monitors work to ensure customer satisfaction and project completeness

Maintains department fiscal records; processes of purchase and travel requisitions, purchase orders, invoices, travel vouchers, etc. and reconciliation of budgets, investigates vendor issues as needed; reconciles and files purchase card transactions for the Director and other department staff as required; coordinates with the Business Office for resident charges, deposits, fines, meal plans, and refunds; responsible for account expenditures for Housing, Student Union, and student activities

Maintains student housing web page on the college web site, including maintaining electronic forms for a variety of college housing functions; maintains and updates department social media accounts

Maintains Resident Advisor (RA) and Administrator on Call (AOC) daily duty logs and programming requests

Serve as Administrator On Call during business hours as needed

Performs other related duties as assigned.

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General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Associate's degree from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years related experience

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Ability to work accurately, efficiently, and effectively with a variety of data

Ability to maintain accurate office procedures

Ability to work under pressure with frequent interruptions

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Residential Life

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.