

JOB DESCRIPTION:	Housing Director		
DEPARTMENT:	Housing		
REPORT TO:	Housing Director		
EEO CLASSIFICATION:	Administrative Support Workers	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	196360	DATE APPROVED:	30-MAR-2023
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Responsible for all aspects of the daily and strategic operations of University Housing, Residential Life, and Housing Facilities.

DUTIES:

1. Responsible for creating and maintaining a healthy living and learning environment, assuring the quality of life, and providing administrative leadership of the residence halls.
2. Creates a positive student experience through engagement and community development. Participates as a member of the Student Affairs Division to achieve the goals of the division and the University.
3. Supervises student conduct in the residence halls as needed and/or directed by the VP of Student Affairs & Enrollment Management.
4. Supervises housing operations and facilities including but not limited to housing in-take, cancellations, room and roommate assignments, move-in and move-out processes, and events.
5. Develops departmental policies and procedures, maintains the housing community guide. Responsible for housing department budget. Executes housing programs, formulates residence life training manuals, and optimizes educational resource usage.
6. Develops a housing and residence life model that caters to the requirements of the residential students. Provides leadership and vision to the residential life programs provided by University Housing.
7. Directs departmental operations and oversees the management, repair, maintenance, and construction of housing facilities.
8. Sets goals and establishes implementation strategies, coordinates assessment activities, and creates positive environments which enhance equity and support of diverse students and staff.
9. Prioritizes and manages capital projects as well as develop and implement strategies that will contribute to the achievement of divisional and institutional priorities and growth.
10. Trains and supervises staff and residents in community assessment, community building, program planning and implementation, and evaluation.
11. Leads and advocates for a living and learning environment conducive to the educational success of our residential students. Fosters a residential environment that facilitates positive and proactive outcomes regarding learning, commitment, civility, honesty, diversity, and human potential.
12. Incumbent is required to live on campus. Exceptions can be made with divisional Vice President approval.
13. Provides guidance and support to residents, staff, and student groups in developing and maintaining communities which complement the academic mission of the University, engage residents' interests, expand knowledge, and increase student's social awareness and sense of responsibility.
14. Educates residents and staff regarding Residence Life and University policies and procedures. Addresses behaviors through conflict resolution strategies or the University judicial processes as needed. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Works closely with faculty and staff throughout WNMU.

15. Models professional standards and ethics in accordance with WNMU philosophy.
16. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's Degree in related field or equivalent combination of training and experience required. Master's degree in related field preferred. Two years of related experience required and experience in a Higher Learning environment required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Skilled in budget preparation and fiscal management to include multi-year budgeting. Knowledge of financial/business analysis techniques. Ability to lead and supervise students and staff. Ability to interpret, adapt, and apply guidelines and procedures as they pertain to the department and the University. Strong organizational, communication, and leadership skills. Ability to organize and work effectively with small and large groups. Ability to function effectively as a member of the Student Affairs Division. Ability to make decisions in crisis situations and to adapt to differences and changes in programs, colleagues, students, and community characteristics. Knowledge of residence life issues, knowledge of academic support skills, techniques, and best practices, ability to use technology systems and tools to support Residence Life operations. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office/housing environment, and may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports. Light maintenance such as shoveling, sweeping, mopping, throwing of trash, and others may be needed. Work may include late night, early morning, weekend commitments, and travel as situations dictate/require. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 2 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)