LSU SYSTEM
POSITION DESCRIPTION FORM

CAMPUS: UNIVERSITY OF NEW ORLEANS

COLLEGE/DIVISION: Campus Services/Aux. Services

DEPARTMENT: Student Housing

FUNDING/ACCOUNT #: 8700104100 (60%) & 8700104200 (50%)

POSITION INVENTORY #: F221895629

REQUESTED SYSTEM TITLE:
1. Director, Student Housing
2.

PROPOSED ANNUAL SALARY RANGE:

<table>
<thead>
<tr>
<th>MINIMUM</th>
<th>MAXIMUM</th>
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<tbody>
<tr>
<td>40,000.00</td>
<td>55,000.00</td>
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SOURCE OF CURRENT FUNDS: Auxiliary

INCUMBENT: CURRENT

EMPLOYEE NAME: Margaret Vinti
POSITION: Director of Student Housing

TYPE OF UNCLASS POSITION:

IT IS RECOMMENDED THAT THIS POSITION BE UNCLASSIFIED AS MEETING THE TEACHING, PROFESSIONAL OR ADMINISTRATIVE OFFICER DESIGNATION REQUIRED BY THE CONSTITUTION AND CIVIL SERVICE RULES.

SIGNATURES:

DEPT HEAD DATE: 4/28/05

DEAN/DIRECTOR DATE: 4/27/05

VICE CHANCELLOR DATE: 5/20/07

HRM DIRECTOR DATE: 6/1/05

CHANCELLOR DATE: 6/1/05

HRM ASSIGNED TITLE(S): Director, NonAcad Svc

TC# N167

SYSTEM DIRECTOR OF HRM DATE

PRESIDENT DATE
POSITION INVENTORY#: 5750
DEPARTMENT ACCOUNT #:  
☐ Non-exempt FLSA  ☑ Exempt FLSA
☐ Executive  ☐ Administrative  ☐ Professional

POSITION DUTIES: (List all duties/responsibilities and % of time spent on each)

% of Duties & Responsibilities
Time

see attached

This Position will be supervised by: Director of Auxiliary Services
Title of supervisor over this position.

POSITION NUMBER OF SUPERVISOR (or name of current incumbent, if unknown): #2639
This position will supervise: Residence Hall Mgr(s), Office Coord., Bldg. Maint. Repairman(2), Lafitte Village Student Mgr.

Titles (& number of each type) of employee supervised by this position.

QUALIFICATION REQUIREMENTS:
REQUIRED: Bachelor's degree and a minimum of 3-5 years of full-time resident life experience. Excellent written and verbal communication skills. Experience in a supervisory position.

DESIRED:
POSITION INVENTORY NUMBER: 92218800ZG

POSITION DESCRIPTION FORM  DEPARTMENT (1ST FIVE DIGITS)

NON-EXEMPT FLSA
x EXEMPT FLSA
__ EXECUTIVE  x ADMINISTRATIVE  __ PROFESSIONAL

POSITION DUTIES (LIST ALL DUTIES/RESPONSIBILITIES AND % OF TIME)

SPECIFIC RESPONSIBILITIES:

The Director of Student Housing is responsible for providing overall leadership and supervision to a residential housing community of approximately 875 students in traditional residence halls and married student/family apartments. The Director is responsible for staff supervision and development, preparation and monitoring the student housing budget, cleanliness and maintenance of facilities, administrative policies and procedures, student community development and development of marketing strategies.

35%  ADMINISTRATIVE RESPONSIBILITIES
• Develops strategic goals and objectives for student housing.
• Prepares and manages budgets for student housing.
• Recruits, hires, trains and supervises Residence Hall Manager, Lafitte Village Student Manager and classified personnel.
• Works closely with contracted janitorial services and UNO Facility Services to provide high standard of facility cleanliness and maintenance.
• Assists in the establishment and implementation of administrative policies, procedures and programs for student housing.
• Provides direction to specific areas such as opening, closing, break housing, renovations, front desk operations, room assignment, discipline and summer conferences.
• Works cooperatively with management of Privateer Place on marketing strategies, transfer of students between units, programming and training of resident/community assistants.
• Reviews and recommends changes to the resident handbooks, leases, annual rates, brochures, etc. and sees that these items are prepared in a timely manner.

35%  STAFFING RESPONSIBILITIES
• Supervises Residence Hall Manager, Lafitte Village Student Manager Office Coordinator, Building Maintenance Repairman (2) to include training and evaluation.
• Coordinates the work of the contracted janitorial staff.
• Assists in the design and instruction of Resident Assistant Training.
• Assists in design of duties, selection and training of Desk Assistants and Office Assistants.
20% STUDENT DEVELOPMENT AND COMMUNITY RESPONSIBILITIES
• Insures the development and implementation of programs and services designed to meet the unique needs of students in a residential environment.
• Works closely with the Office of Judicial Affairs and University Police on disciplinary matters.
• Works closely with graduate interns from Counseling Services or Student Affairs or other departments assigned to Student Housing to provide outreach programs or emergency assistance.
• Works closely with the Director of Campus Dining to assure a quality meal program responsive to residents’ needs.

10% OTHER RESPONSIBILITIES
• Coordinates special departmental projects as requested.
• Serves as a liaison or representative of Student Housing at recruitment and orientation events and on special projects or committees.
• Other similar and related duties as assigned by the Director of Auxiliary Services.

SUPERVISED BY: Director of Auxiliary Services

SUPERVISOR OF: Residence Hall Manager(s), Office Coordinator, Building Maintenance Repairman (2), Lafitte Village Student Manager

QUALIFICATIONS/REQUIREMENTS:
• Bachelor’s degree and a minimum of 3-5 years of full-time resident life experience.
• Excellent written and verbal communications skills.
• Experience in a supervisory position.