

Sam Houston State University Human Resources

Staff Classification Description – Executive Director of Residence Life & Student Venues

Skill Category: Executive/Administrative

Position (Employee) Class: 1M180 (E1)

Grade: NC

Date: 01/2023

Department: Division of Student Affairs

Educational & Experience Requirement: Master's degree in Student Personnel, Higher Education, Business or related field. Six years of experience in residential living. Experience in working knowledge of building structures, and maintenance and custodial operations is very desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides leadership in the operation of a housing system and student venues that will support the needs of the students of Sam Houston State University while satisfying state, federal and university guidelines. Ensures coordination and collaboration between residence hall business operations, residence hall programs, residence hall facility operations and the SHSU on-campus community.

Supervision Given & Received: Supervises exempt and non-exempt staff in full and partial capacities. Works under minimum direction and reports directly to the Vice President for Student Affairs.

Primary Responsibilities: Provides administrative leadership in budget planning, personnel management, policy and procedure development and implementation, and facility improvement and ongoing maintenance to support the needs of over 3000 residential students. Reviews policies and procedures in order to ensure compliance with appropriate legal statutes. Makes rental rate recommendations that will provide adequate income to support the department. Ensures the planning, coordination, implementation, and evaluation of student development programs for residential students. Oversees all fiscal, personnel, and facility matters of the department. Prepares and submits status reports to the Vice President for Student Affairs. Serves on University and Division of Student Affairs committees as requested or assigned. Performs other related duties as assigned.

Other Specifications: Contact with other campus departments, faculty, administration, staff, parents, students, and vendors/contractors. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.