

Classification	Director, Resident Life Business Operations
Grade	NC
FLSA Status	Exempt
Occupational Category	Executive/Administrative
Position Class Code	3N404
Full Time Part Time	Full Time
Educational and Experience Requirement	Master's Degree in Student Services or related field. Five years experience in a professional capacity. Experience with a residence life program desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.
Nature & Purpose of Position	Plans, organizes, directs, and controls daily operations and personnel within the Business, Accounting, Marketing and Technology areas of the department.
Supervision Given and Received	Receives minimum direction from the Executive Director of Residence Life and Living-Learning Programs. Supervises Assistant Directors, Systems Analyst and Accounting Clerk III.
Primary Responsibilities	Supervises and coordinates business, finance, technology, summer conferences and marketing areas to include management tasks, planning, organizing, staffing, leading, and controlling. Formulates and recommends policies and procedures for areas mentioned. Interprets policies within each area and supervises enforcement of policies to include handling professional level student disciplinary situations. Recruits, interviews, hires, trains, supervises and evaluates professional and support personnel, and supervises student training and development programs for the front office and summer conference areas. Assists with development and planning of overall departmental budget and compiles budgetary information relative to all areas of Residence Life. Prepares reports, analysis, evaluations, and proposals. Assists with developing, modifying, and negotiating contracts. Develops department publications, marketing and other public relations materials. Acts as liaison to Information Technology and other University departments/divisions such as University Advancement. Works directly with students, parents, student groups, organizations, departments, alumni, vendors, and others as necessary. Serves on committees. Responsible for all

	aspects of the department in the absence of the Executive Director of Residence Life and Living-Learning Programs. Performs other related duties as assigned.
Other Specifications	Computer experience necessary. Must possess well developed communicative and interpersonal skills essential to working with individuals or large groups. Working hours may vary as required including occasional evening and week-end work. Responsible for all employee relations within the Department of Residence Life Business Operations. Responsible for club cars and van assigned to department. Strong leadership skills and the ability to exercise discretion, excellent reasoning and independent judgment, ability to meet deadlines and work under pressure, and ability to multi-task.