

ARTS SCHOOL RESIDENCE DIRECTOR

KIND OF WORK

College residence hall management and program supervision.

NATURE AND PURPOSE

An employee in this class supervises various aspects of the residence hall program within a residence unit. In addition to performing these functions, he performs the duties and responsibilities as assigned.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises a student self-government program.

Maintains and supervises residence hall educational and tutorial programs.

Oversees hobby, craft and recreational programs.

Advises student personnel assistants in their work.

Supervises student-conduct control programs.

Conducts freshman orientation programs.

Arranges and chaperons social functions and entertainment.

Enforces residence hall rules and regulations.

Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of student self-government operations, procedures and functions.

Considerable knowledge of residence hall educational and tutorial programs.

Considerable knowledge of student conduct programs in residence halls.

Working knowledge of the operation of residence hall hobby, craft, and recreational programs.

Working knowledge of the general structure of college academic programs.

Some knowledge of first aid procedures.

Ability to:

Maintain student financial accounts, prepare reports and maintain records.

Secure and maintain the respect and confidence of students both as a supervisor and as an advisor.

Est.: 12/65

Rev.:

Ckd.: 8/68, 11/92

T.C.: 12/98

Former Title(s): Residence Hall Director