Job Classification Specification

Residential Life Professional 4

Position Summary

Residential life professional responsible for providing leadership, management and direction for a comprehensive residential education program for multiple residence halls and/or apartment community.

Recognized as an expert in own area within the organization. Requires specialized depth and/or breadth of expertise. Interprets internal or external business issues and recommends solutions/best practices. Solves complex problems; takes a broad perspective to identify solutions. Works independently, with guidance in only the most complex situations.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Manages and oversees a variety of educational, administrative and operational functions associated with the management of the residence halls and/or apartment community.

Develops and implements a comprehensive student development program, and execute lesson plans.

Works with staff from other University departments to provide learning, services, support, and programs for residents.

Plans and coordinates academic related services and programs in collaboration with community partners.

Oversees and administer the student conduct system for residents within the building and serve as a hearing officer with authority up to and including contract termination.

Provides direction and leadership for student engagement and student leadership initiatives and programs within assigned halls and apartment complex.

Assists with development of the residential life strategic plan, annual work plan, and provide input for the 10-Year Capital Plan.

Reviews student satisfaction survey results and determine strategies to address hall/apartment related concerns.
Oversees, monitors and implements safety initiatives for halls and apartments, and ensure a safe physical and psychological environment for students and guests

Recruits, develops and supervises staff and student staff.

Manages and monitors monthly operating budgets.

Oversees Business Office Information Desk operation and serves as on-call professional to response to crisis incidents.

**Operational Role**

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

**Scope of Measurable Impact**

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

**Independence and Decision-Making**

Works under general supervision but usually is given the latitude to make decisions on projects that he/she is accountable for delivering on; decisions may involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.

**Complexity and Problem Solving**

Problems are often not solved with strict technical resolution; problem resolution and project completion involve substantial planning and scheduling in order to obtain and align resources when and where needed.

**Required Qualifications**

Master's degree and at least 3 years of experience. Senior individual contributor who often is a designated lead or who frequently is assigned project leadership roles within a function or similarly-sized organization usually in the same discipline.

Effective TBD