

**THE UNIVERSITY OF MONTANA
POSITION DESCRIPTION**

DATE:	June 30, 2007	POSITION:	Director of Residence Life
AGENCY:	The University of Montana	WRITTEN BY:	Ronald W. Brunell
AREA:	Student Affairs	GRADE:	Regents' Contract
COLLEGE:	N/A	POSITION #:	10320
DIVISION:	Student Affairs	INCUMBENT:	Ronald W. Brunell
DEPARTMENT:	Residence Life Office	REPORTS TO:	Vice President for Student Affairs
SECTION:	N/A	APPROVED:	_____

POSITION PURPOSE:

The Director of The Residence Life Department is the chief administrator for the Residence Life and Griz Card Programs. Under the direction of the Vice President for Student Affairs, the director has the responsibility and commensurate authority to administer all aspects of the Residence Life facilities and programs.

DIMENSIONS:

Division Personnel: 60 fulltime, 65 temporary, and 200+ student
Direct Supervision: Residence Life Office Management Team including the Associate Director, Assistant Director for Facilities and Maintenance, Manager of Student Affairs Information and Technology, Operations Managers for University Villages and Lewis and Clark Villages, Griz Central and Summer Programs, Programming Coordinator, Custodial Supervisor, and Manager of Griz Card Office.

Annual Budget: \$13 Million
Annual Payroll: \$2.83 Million

NATURE AND SCOPE:

Location:

Residence Life facilities encompasses housing for 2400 students in nine (9), residence halls, 578 apartments in the University Village complexes, and 196 apartments for single students at Lewis and Clark Villages. The Residence Life Department employees 60 full time staff, 65 temporary employees and approximately 200 student employees.

Functions:

The Director's authority and responsibilities includes facility management, personnel and budget resources, and programs consistent with all applicable statues, regulations, and policies and the implementation of The University's and Residence Life Office Mission Statements. The Director is also responsible for the Griz Card Program and the campus-vending contract. The Director performs administrative, supervisory, and professional duties and services that include but are not limited to:

- Identifies, articulates, recommends and implements the Residence Life Department's strategic plan, goals, priorities, and action plans
- Identifies, develops, and evaluates educational, social, and cultural programming within the housing unites that assists students with their academic program, out of class learning, personal development, and espouses the values of community. These values include diversity, civility, volunteerism, human relations, and a cooperative working, learning, and living environment.
- Develops and manages the budgets for the Residence Life, University Villages, Lewis and Clark Village, Residence Hall Social Funds, the campus vending contract and Griz Card Office.
- Develops and implements budget resources, policies, educational programs and procedures which facilitate effective and efficient operations and services for students.
- Develops and implements facility capital improvement and long range building programs.
- Evaluates and assures effectiveness and efficiency of all Residence Life Programs and Operations, as well as the Griz Card Program.
- Functions as the primary spokesperson for and representative of the Residence Life Office both within the University and externally consistent with the best interests of the University and students living in campus based housing.
- Administers the University's Student Conduct Code for all non-academic misconduct involving students residing in residence life facilities and Griz Card functions.
- Supervises and evaluates Residence Life and Griz Card personnel to assure job performance and maintenance of quality programs and facilities.
- Other responsibilities as assigned by the Vice President for Student Affairs.

Subordinate Organization:

The Residence Life Office provides housing, facilities and programs that support a healthy and diverse community enriching student life and fosters student learning and personal development.

Residence Halls
University Villages
Lewis and Clark Villages
Campus Vending Contract
Griz Card Office

Latitude:

Under the general direction of the Vice President for Student Affairs, the Director is responsible for providing leadership to the Residence Life and Griz Card Offices. The responsibilities include providing housing facilities, maintaining effective programs and fiscal responsibility.

Performance Measures:

The performance of the Residence Life and Griz Card Offices are measured by our ability to meet our mission statement that states providing facilities which serve as an integral component of the academic program and support services to The University of Montana. This mission includes providing a living/learning environment and related academic and co-curricular educational programs which support the student and institutional goals as well as nurtures the spirit and principles of community living. Our mission also includes providing facilities which are healthy, safe and student-preferred at a competitive market cost. Lastly, fiscal responsibilities and operational effectiveness must be preserved to balance the immediate student and University needs with the long-term stewardship responsibilities. Some of the specific instruments used to measure performance include occupancy rates, student satisfaction surveys, retention rates, student academic performance, fiscal performance, maintenance of competitive rental rates within the local market and with our peer institutions, staff performance evaluations, student satisfaction relative to residence life programming activities, and programmatic reviews by the Association of College and University Housing Officers International (residence life officers professional organization).

Contact:

The Director has frequent contact with the Vice President for Student Affairs, University Executive Officers, other student affairs directors, student leaders, and students. The Director also has contact with city, county, and state officials; prospective students; parents; community leaders and citizens; administrative officers from other campuses of the University and Montana University Systems; and University alumni.

Knowledge and Skills:

Requirements include an earned degree from an accredited institution of higher education in a discipline directly related to the provision of student services and business management; a minimum of five years professional experience, including administrative experience; knowledge of current student development theory and practices and trends in higher education, student affairs, and residence life; excellent communication skills, ability to work with colleagues and build consensus among diverse constituencies; demonstrated evidence of leadership and experience with residence life programming, budget planning and fiscal management; knowledge of facility maintenance, a demonstrated ability to manage new construction projects from the design phase to completion and opening, a demonstrated commitment to diversity; and strong organizational and interpersonal skills.

Principal Accountabilities:

The Director is accountable to the Vice President of Student Affairs.