



## Notice of Vacancy

### Assistant Director of Housing

The Assistant Director of Housing is a full time, twelve (12) month live-in position that will serve as the housing director of one or more housing facilities on campus. The Assistant Director of Housing is responsible for helping facilitate a safe, comfortable, fun, inclusive and positive community in the residence halls so students may achieve their academic and personal goals. Housing and Residence Life is a department within Student Services under the leadership of the Dean of Students within the Division of Enrollment Management & Student Affairs.

This professional will be responsible for the overall administration and operation of one or more residence halls, including,

- Manages the day-to-day operations through maintaining a safe, healthy, inclusive, welcoming, culturally-sensitive, and comfortable living environment. Conducts regular walk-throughs of the buildings to check for facility issues.
- Serves as part of the evening and weekend on-call rotation team.
- Processes building maintenance work order requests. Maintains records of all maintenance requests.
- Coordinates Health and Safety inspections and regularly scheduled maintenance in each housing facility throughout the semester.
- Coordinates the recruitment, selection, training, and evaluation of the student staff.
- Coordinates programming and community development.
- Oversees the mediation of roommate conflicts and addresses student needs, making referrals when appropriate.
- Maintains an accurate key inventory, recording keys as they are signed out and returned, and submitting orders for new keys when needed.
- Coordinates summer conference and camps housing.
- Plans, manages, and coordinates various annual housing processes including resident arrivals and departures, applications, room changes, and assignments in conjunction with other housing staff,
- Assists with special events such as Orientation, Student Services events, New Student events, campus traditions, and large campus events. Serves on departmental, divisional, and campus wide committees and completes administrative tasks and projects as assigned.
- Other duties as assigned.

The Assistant Housing Director serves as a professional staff member on the Residence Life weekend and night time duty on-call rotation as well as assisting in emergency response and crisis intervention. This position may require lifting and moving of objects. This live in position will require flexible hours, a team building attitude and a sincere desire to work with students in a small public liberal arts college environment. This position is considered essential personnel, and is required to work during critical situations, including days when the university may be closed.

#### Minimum Qualifications:

- Bachelor's degree is required
- Strong organizational and customer service skills
- Effective interpersonal and communication skills

#### Preferred Qualifications:

- Master's degree in a related field
- Residence Life experience: RA or RD experience
- Supervisory experience and extensive experience in student activity programming, residential living, either as a graduate student or full-time employee

Salary is competitive, full university benefits, an unfurnished apartment and a meal plan are provided.

Employment is contingent upon the results of a national criminal and sex offender background check.

Submit letter of application, detailed resume, copies of transcripts, completed USAO application form and three professional references to the Personnel Office, University of Science and Arts of Oklahoma, 1727 West Alabama, Chickasha, OK 73018-5322. Application review will begin immediately and continue until the position is filled.

#### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

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