

FOR HUMAN RESOURCES USE ONLY:						PU
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	APP. BY C&C	MPP CODE	RANGE/ GRADE CODE	DATE
Administrator I	3318	1	TR	S075	1	05/23/24



MANAGEMENT PERSONNEL PLAN (MPP) POSITION DESCRIPTION

1. POSITION INFORMATION

NAME: _____ DEPARTMENT: University Housing Services

POSITION TITLE: Associate Director of Residential Education

ADMINISTRATOR LEVEL: I II III IV

THIS POSITION REPORTS TO: Nadine Kelley, Senior Director of University Housing Services
Name and Title

POSITIONS DIRECTLY SUPERVISED BY THIS POSITION:

Classification: <u>SSP II</u>	Qty: <u>7</u>	FTE: <u>7</u>
Classification: <u>SSP IV</u>	Qty: <u>2</u>	FTE: <u>2</u>
Classification: <u>Graduate Student Assistant</u>	Qty: <u>2</u>	FTE: _____

MAJOR DEPARTMENTS UNDER THIS POSITION:

Department	# of Employees

Please attach current organizational chart with names and classifications included.

2. SIGNATURES

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Appropriate Administrator:  Date: 05/24/2024
Nadine Kelley (May 24, 2024 13:17 PDT)

Vice President:  Date: 05/28/2024
Aniesha Mitchell (May 28, 2024 17:00 PDT)

Employee: _____ Date: _____

FOR HUMAN RESOURCES USE ONLY:	
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Administrator I	Associate Director of Residential Housing

3. PRIMARY ACTION BEING REQUESTED

Job Posting: New Position Replacement Position, former incumbent: Joey Sammut

Update Position Description Only:

Effective Date: _____

4. REQUIRED QUALIFICATIONS

Please list any required knowledge, skills, abilities and experience. Must be appropriate to the skill level of the position and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

1. Master's Degree in High Education, College Student Personnel, Business Administration or related field required.
2. Three to five years' experience in a mid-level supervisor position
3. Experience supervising students (i.e. Student Assistants, Graduate Assistants), and full-time professionals from entry level Coordinators through Assistant Director leads.
4. Experience in developing and implementing student and professional staff training and development.
5. Excellent interpersonal and written communication and administrative skills.
6. Experience with crisis management, on-call support, and student conduct.
7. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

CONDITIONS OF EMPLOYMENT

- Ability to pass background check

5. PREFERRED QUALIFICATIONS

List any desirable qualifications that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

8. Experience working with collective bargaining agreements and represented employees.
9. Experience with the development and implementation of social justice education initiatives.
10. Programming experience with residential theme communities/ faculty mentoring programs.
11. Involvement in professional associations and/or organizations.
12. Experience with Budget oversight and program assessment.

Employee Initials:

Date:

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6. POSITION PURPOSE:

The position purpose should be a summary of the general nature of the responsibilities of the position plus additional information including scope, context and the general environment under which it functions.

Reporting to the Sr. Director for University Housing, the Associate Director of Residential Education is responsible for the leadership and management of all aspects of the residential education program. This includes supervision, leadership, and evaluation of seven (7) Residential Hall Coordinators (RHC-SSP II classification), two (2) Assistant Directors (ADs are SSPIV classification), two (2) graduate students, and 53 Resident Advisors, 6-8 Residence Hall Association Student Leaders, and 75 approximately student employees (Front Desk Assistants). The incumbent is also responsible for the overall coordination, staffing, policy and budget development, and management of all on-campus residence halls (currently 2100 bed spaces, new residence hall adding approximately 350 beds coming on line 2026); guide the live-in staff team towards the development of residence hall communities that integrate the students' residential and academic experiences, academic support programs and the facilitation of faculty involvement in the residence hall communities (Faculty in Residence/Faculty Mentor Program). The Associate Director oversees residence hall and University Policy violations (Title 5) involving residence hall students. The incumbent will work closely with the Residence Hall Coordinators in creating an environment of innovation and creativity while also valuing individual and group differences; instill in staff through teaching and role modeling the departmental values of Integrity, Teamwork, Respect, Customer Service, Professionalism and Innovation.

This position has complete oversight and ultimate responsibility for 2100 residents, nine (9) full time staff members and approximately 125 student staff. Incumbent is involved with decisions as it concerns all student staff hiring, training and termination. Incumbent's breadth of responsibility includes the ability to recommend all full-time staff hiring and termination. The incumbent will represent the department on University committees.

7. ESSENTIAL FUNCTIONS OF THE POSITION:

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
40%	Daily	<p>DEPARTMENTAL LEADERSHIP AND STRATEGIC PLANNING</p> <p>The incumbent must have a high degree of independence based on their being responsible for leadership of the unit, the residential education strategic plan and departmental assessment initiatives including provide ethical and professional leadership and the ability to train on critical issues directly related to supervision and management of a residential life program; creating short and long term goals and learning outcomes based on the departmental strategic plan; articulating and translating department's vision, mission, and values into programs and services for which this position has direct responsibility; yearly review and updating of policies and procedures and other university materials where University Housing Services information is posted; anticipating and responding to resident needs, concerns and conflicts that may necessitate innovative and creative approaches; reviewing all residential education</p>

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25%	Daily	<p>structures, policies and procedure and revise as needed based on current research, trends, benchmarking and best practices and innovation.</p> <p>Incumbent must carry a department issued cell phone, serve in an on-call duty rotation for On-campus Housing Communities and other campus emergencies, and abide by all University and departmental policies, procedures, and guidelines.</p> <p>RESIDENTIAL EDUCATION</p> <p>This position will oversee all functional areas of Residential Education including:</p> <p>Student Programming and Leadership Development – The incumbent is responsible for the development and implementation for all residence hall programming and leadership activities; Theme Community and Living Learning Community development; policy and budget development; oriented towards promoting social and intellectual growth, civility, community responsibility, self-management and values clarification; a number of complex-wide programs.</p> <p>Student Care and Conduct – The incumbent is responsible for reviewing conduct and student of concern cases in a timely manner. This includes assessing case to ensure policy violations are assessed correctly and appropriate referrals to Student Conduct, CARES, UPD, Inclusive Excellence (OEO & Bias)</p> <p>Policies and Procedures – The incumbent will oversee policy and position manuals (electronic and web-based), inclusive of content updates and annual reviews based on department needs or directives from campus or chancellor’s office. Oversees annual reviews and updates of procedural manuals for positions and departmental process related to residential education.</p>
15%	Daily	<p>STAFF RECRUITMENT, SELECTION, ORIENTATION, AND TRAINING</p> <p>Staff Recruitment – The incumbent is involved with staff recruitment processes for all Residential Education staff positions (career and student staff).</p> <p>Staff Orientation and Training – The incumbent is involved with evaluating, updating and implementing highly complex and intensive staff orientation and training processes for all residential education staff members. This includes a pre-fall opening period, regular in-service training throughout the course of the academic year, inter-session training prior to spring semester, and a training class for all new Resident Advisors.</p> <p>Collaboration, Communication and Support – The incumbent is responsible for maintaining effective communication with students, staff, faculty, and parents regarding a wide variety of sensitive and sometimes controversial situations. A considerable degree of tact and persuasiveness is required; working closely with the Associate Director for Business Operations and the Associate Director for University Housing Services Facilities on building related issues affecting the residence halls including, but not limited to key control, damage billing, work order system, cleanliness, etc.</p> <p>Work closely with the Academic Advising, Office of Equal Opportunity, Student Conduct, Inclusive Excellence, Athletics, University Police Department, University</p>

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		Events, Student Health and Counseling, CARES, SASEEP, University Enterprise, Dean of Students Office, and Student Affairs. Additional campus partnerships may apply based on initiatives
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8. MARGINAL FUNCTIONS OF THE POSITION:

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
15%	Weekly/ Monthly	Available for frequent evening and weekend time commitments and occasional travel for staff training and staff recruitment, personal professional development, and systemwide meetings.
5%	Weekly/ Monthly	Other duties as assigned.

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: (please select one)

Administrator – An individual who has full budgetary, personnel authority, and responsibility for formulating and administering policies and programs in the assigned functional area (e.g. Vice President, Dean, Senior Manager). Direct reports may include subordinate supervisors or subordinate managers.

Supervisor – An individual who has the authority to hire, discipline, promote or discharge a group of employees (e.g. Payroll Supervisor, Accounting Supervisor). May supervise non-exempt and/or exempt employees, as well as subordinate supervisors.

Professional – An individual who has significant responsibility for formulating and administering policies for an assigned program or functional area (e.g. Attorney, Labor Relations Manager, Affirmative Action Officer). No direct reports or supervisory responsibilities.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

This position has complete oversight and ultimate responsibility for 2100 residents, seven full time staff members and approximately 125 student staff. Incumbent is involved with the decision as it concerns all student staff hiring, training, and termination. Incumbent's breadth of responsibility includes the authority to recommend all full-time staff hiring and termination. The incumbent will represent the department on University committees. Incumbent will 'act in the absence of the Senior Director or Executive Director' with full rights and responsibilities to act in the best interest of the department.

Employee Initials:

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9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

The incumbent will also develop effective relationships with various campus departments that provide services to students (e.g. Counseling and Psychological Services, Alcohol and Health Education Program, Office of Equal Opportunity, Victims Advocate, Services to Students with Disabilities, Athletics etc.)

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
<input type="radio"/> Sit	F	<input type="radio"/> Direct others	N	<input type="radio"/> Is exposed to excessive noise	
<input type="radio"/> Stand	F	<input type="radio"/> Concentrate	N	<input type="radio"/> Is around moving machinery	
<input type="radio"/> Walk	F	<input type="radio"/> Analyze	N	<input type="radio"/> Is exposed to marked changes in temperature and/or humidity	
<input type="radio"/> Have mobility	F	<input type="radio"/> Use reason/logic			
<input type="radio"/> Bend	F	<input type="radio"/> Demonstrate recall	N	<input type="radio"/> Is exposed to dust, fumes, gases, radiation, microwave (circle)	
<input type="radio"/> Climb	F	<input type="radio"/> Make decisions			
<input type="radio"/> Reach	F	<input type="radio"/> Works rapidly	O	<input type="radio"/> Drives motorized equipment	
<input type="radio"/> Kneel	F	<input type="radio"/> Handle multiple tasks/priorities	N	<input type="radio"/> Works in confined quarters	
<input type="radio"/> Push/Pull	F	<input type="radio"/> Tolerate variety	N	<input type="radio"/> Works in high places	
<input type="radio"/> Have gross hand coordination	F	<input type="radio"/> Work with others		<input type="radio"/> Other:	
<input type="radio"/> Have fine hand coordination		<input type="radio"/> Other:			
<input type="radio"/> Hear with background noise					
<input type="radio"/> Hear the spoken word					
<input type="radio"/> Hear over a phone/other device					
<input type="radio"/> See to read fine print					
<input type="radio"/> See to read bold print					
<input type="radio"/> See to accomplish a task					
<input type="radio"/> Talk					
<input type="radio"/> Communicate					
<input type="radio"/> Lift: <u>20</u> lbs. max					
<input type="radio"/> Carry: <u>20</u> lbs. max					
<input type="radio"/> Operate equipment					
<input type="radio"/> Perform keyboard entry					
<input type="radio"/> Other:					

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