**Executive Director, Housing & Residential Engagement (Admin III)**

**Job Summary**

The Executive Director provides administrative oversight, brings visionary leadership, and manages all aspects of Housing and Residential Engagement to ensure that more than 2,000 student residents benefit from an exceptional living and learning experience and that conference partners enjoy the housing facilities and environment; oversees approximately 33 full-time employees, a full staff of student employees, and is responsible for a $30 million dollar annual operating budget; an innovative leader with the ability to strategically facilitate organizational change and incorporate best practices into the organizational culture; develops and oversees both operational and programmatic aspects of Housing and Residential Engagement including residence halls, suites, apartments, residential education, safety, advocacy, leadership programming, facilities management, occupancy management, marketing functions, residential dining, and community partnerships; sets department goals, coordinates assessment activities, and creates positive environments which enhance equity and support diverse students and employees. The Executive Director provides leadership regarding the ongoing assessment of on-campus housing and associated capital projects and continues to partner on the development and implementation of theme communities. The Executive Director is a strong collaborator who builds and maintains relationships with a broad array of university stakeholders including students, staff, faculty, administrators, and community members. Other duties as assigned.

**Position(s) that report to the incumbent**

-Associate Director, Residential Engagement (Administrator I FL-10009001)

-Associate Director, Admin & Conference Service (Administrator I FL-10009337)

- Director, Residential Facilities Operations (Administrator II FL-10007995)

-Administrative Analyst/Specialist I (FL-10009923)

-Student Employees

**%s of Responsibilities:**

* 30% - Personnel Management and Supervision
* 25% - Policy and Program Administration
* 15% - Budget Management
* 10% - Departmental Outreach
* 10% - Residential Dining and Retail
* 5% - Facility Management
* 5% - Other duties as assigned

**Major Job Responsibilities:**

30% - Personnel Management and Supervision

* Project staffing patterns, develop job descriptions, monitor and evaluate performance within the guidelines of university policy and variety of collective bargaining agreements.
* Determine the selection, reclassification, promotion, retention, non-retention & termination of staff.
* Provide direct supervision to management teams and contracted residential dining, delegate supervision as necessary.
* Maintain appropriate personnel records.
* Coordinate and conduct regular staff meetings.
* Develop and coordinate in-service training and staff development programs for employees.

25% - Policy and Program Administration

* Responsible for policy and program development, implementation, and evaluation for the residential housing program at CSUF.
* Establish policies and procedures to meet the needs of residents.
* Develop, assess, coordinate short and long-range planning for housing services and administration, residential engagement, facilities, residential dining and conference services.
* Develop and implement departmental goals that align with the university’s strategic plan.
* Review, recommend and share information regarding housing administrative, financial, residential engagement and conference goals and strategies.
* Serve as a representative and resource person on student housing to the university community, and work with university stakeholders to exchange ideas, obtain new information, and understand different perspectives.

15% - Budget Management

* Develop, monitor, and review annual Dormitory Revenue Fund (DRF) budget, providing reports as needed.
* Establish and maintain a fundraising plan for the department.
* Project revenue, determine housing, residential dining, and conference fees.
* Develop an anticipated plan to correlate with the cost of housing.
* Establish rates and funding options for affordable housing for the entire residential community.
* Interface with various entities related to budget and finance to insure accurate collection and expenditure of housing funds.
* Assure that State University Administrative Manual (SUAM) and generally accepted accounting, finance and fiscal management principals are maintained.

10% - Departmental Outreach

* Partner with university departments (e.g., TitanHealth, CAPS, Dean of Students Office, Student Life & Leadership, Disability Support Services, Student Conduct, etc.) to provide support for residential students.
* In collaboration with Basic Needs Services, establish protocols and procedures for rapid rehousing and options for students to locate and secure off-campus housing.
* Collaborate with Title IX & Gender Equity, Diversity Initiatives and Resource Centers, HRDI and others to integrate equity, diversity and inclusion principles into Housing and Residential Engagement programs.
* Maintain effective relationships and constant communication with partners in the University Police Department.

10% - Residential Dining and Retail

* Identify appropriate residential dining and retail partners and vendors.
* Responsible for negotiating meal plans (with or without cash options) to meet the various needs of apartment and residence hall students.
* Monitor residential food service and retail programs to ensure high quality affordable service that advance student centered programming.
* Negotiate contracts with vendors that provide high quality affordable service.
* Promote student involvement in healthy dining and input in dining services and programs.
* Promote dining services to campus communities.

5% - Facility Management

* Monitor conditions of residential facilities and physical plant.
* Develop long range maintenance, repair, replacement schedules and appropriate budget.
* Provide direction, input and management of new construction projects from feasibility study through construction.
* Develop budget and generate resources to meet long range planning objectives developed to maintain, improve and upgrade residential facilities.
* Coordinate efforts to determine feasibility of new construction projects, capital programs and budgets.

5% - Other duties as assigned

* Other duties as assigned

**Essential Qualifications**

A master's degree from an accredited college or university in higher education, student services, business management or a related field. Five years of progressive management experience in college or university administration including five years of experience supervising full time staff. Excellent fiscal planning and budget management skills. Experience providing leadership in strategic planning, as well as project and policy development. Understanding of facilities operations. Ability to use assessment to facilitate organization change. In depth knowledge of theme housing communities, as well as experience in integrated academic residential living environments. Successful candidates will also demonstrate the ability to work with and lead a diverse group of employees and have an active commitment to diversity, equity, and inclusion. Possess an understanding of student development theory and student leadership development, have a passion for collaboration and working in a team environment, and possess knowledge of communication technology. Ability to work with attention to safety and security, as well as an ability to respond appropriately in crisis and emergency management situations. Exceptional interpersonal, verbal, and written communication skills. The ability to mentor and develop staff, as well as create a culture of service and collaboration with all campus constituents.

**Preferred Qualifications**

Thorough knowledge of relevant policies, state and federal laws, and implementing regulations related to the oversight of student housing. Experience working with and sensitivity towards, a diverse residential community. Experience with and sensitivity to working with multi-cultural, low-income, underrepresented, and disabled populations. Experience working with students at the post-secondary level.