

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: RESIDENCE LIFE MANAGEMENT Level A, Pay Grade 7

LEVEL DEFINITION	This level covers positions responsible for planning, developing, supervising and evaluating all aspects of residential life for one of the residence complexes.
TYPICAL RESPONSIBILITIES	May include: developing, implementing and evaluating annual plans for educational, recreational, social and cultural programs; directing crises and emergency responses; interviewing, selecting and managing residence advisor and community assistant staff; assisting with the preparation and management of budgets; advising students on a group or individual basis; convening and chairing residence judicial hearings; and assisting in the development of policies and procedures.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the development and implementation of residence life programs.
SUPERVISION RECEIVED	Works under limited direction within specific policies and guidelines. Work is reviewed in terms of adherence to departmental guidelines and standards of service.
SUPERVISION EXERCISED	Manages staff and is responsible for hire, evaluation, discipline and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or the equivalent combination of education and experience.