

JOB DESCRIPTION



Position Title: Bugen Hall Director

Department: Residence Life

Employment Category: Exempt Staff

Primary Location: Sierra Vista Campus
Room and Board Provided

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 Months/Year

Pay Grade: EX10

Position Summary: The Bugen Hall Director (BHD) is a full-time, live-in, professional appointment responsible for overseeing and engaging residential life operation that provides a positive and safe living environment that is conducive to living and learning for students, staff, and guests; this position includes supervisory, operational, programmatic, and student conduct responsibilities in collaboration with the Director of Residence Life.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Promotes the mission of the college by building a strong culture of community, collaboration and support; coordinates and works closely and collaboratively with college officials to offer a seamless, integrated, safe and secure residential life experience

Maintains a visible presence and positive rapport with students, parents, staff, and other community members; builds relationships with residents by being accessible and visible throughout the residence hall, including evenings, nights and weekends

Provides a consistent conduct system within the residence halls, including individual and/or review board meetings with appropriate appeals processes; advises students on issues and questions related to housing and residential life, provides information to students in need of support services, assists in crisis intervention and conflict management efforts

Supervises the documentation of and follow through on the condition of student rooms using room condition reports; oversees check-in/check-out and mid-year inspection process for residents and outside groups/summer campus that are using the residential facilities as needed

Assists with the hiring and coordination of training and orientation for Resident Assistants (RA); provides educational resources for RA's

Works in collaboration with the Director of Residence Life and the Director of Student Leadership and Activities on housing initiatives and student activities and programming

Implements programming to assist with the academic, emotional, personal, and social development of the residential students; including planning and implementing programs, advising RAs in their programming efforts, and maintaining accurate programming records

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Minimum Education and Experience Requirements:

Bachelor's degree from an institution accredited by an institutional accrediting body of higher education recognized by the US Department of Education

Two years relevant residence hall leadership, residential paraprofessional, or group living experience

Knowledge, Skills and Abilities:

Knowledge of, and commitment to, the community college mission

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of and ability to enforce college housing procedures, residence life, student government and student disciplinary processes

Knowledge of conflict, crisis management, and counseling techniques

Knowledge of student development theory

Skill in behavior management and crisis intervention

Skill in planning, organizing and coordinating activities and events

Skill preparing, monitoring and administering budgets

Skill in analyzing and interpreting financial information, recommending solutions and implementing results

Skill in presenting ideas and concepts orally and in writing

Skill in effective supervisory practices and techniques

Ability to perform at a high level of personal integrity and professionalism

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under limited supervision generally in a typical office or housing setting with appropriate climate controls. Requires living in on-campus provided housing, working evenings, nights and weekends. Crisis situations may require 24/7 availability.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Residential Life

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.