

TEMPORARY Assistant Residence Hall Manager
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249414>

Downloaded On: Nov. 22, 2024 11:23pm

Posted Nov. 22, 2024, set to expire Jul. 23, 2025

Job Title	TEMPORARY Assistant Residence Hall Manager
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Nov. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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TEMPORARY Assistant Residence Hall Manager

Salary: \$34.05 - \$41.87 Hourly

Location: Reedley College, CA

Job Type: Temporary

Division: RC Student Services

Job Number: 202400319-T

Closing:

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General Purpose

Under general supervision, provides live-in onsite residence hall supervision and oversight while fostering a healthy student-resident community; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Lives onsite and provides day-to-day lead work guidance and direction to other staff and student resident assistants and student workers; assigns, schedules and monitors work of Resident Advisors/Assistants and student workers for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal and regulatory requirements, and assists with the selection of resident assistants and student workers.
- Provides input to manager on employee work performance and behaviors; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
- Promotes and develops a healthy residence hall community environment via personal interactions with residents and coordination of social events and activities.
- Provides general supervision of residents regarding adherence to District and residence hall rules, regulations and policies; conducts daily inspections of the facility with resident assistants; documents and reports maintenance and sanitation needs, safety/security concerns, lost keys/keycards, and interpersonal disputes between residents.
- Assists in managing residence hall operational functions including opening/closing, issuing keys/keycards and collecting rent.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

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OTHER DUTIES

- Communicates with students, staff and parents regarding all residence hall inquiries and concerns, while maintaining student confidentiality, as well as providing information regarding campus and community resources.
- Assists in developing student and staff training, policies and procedures.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- District, college and residence hall policies, rules and regulations.
- Campus and community resources available to student residents.
- Residence hall and student housing management practices.
- Applicable federal, state and local laws, rules and regulations.
- Proper English usage including grammar, spelling and punctuation.
- Safety policies and work practices applicable to the work being performed.
- Basic principles and practices of employee work guidance and direction.
- Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Effectively respond to interpersonal conflict between residents and handle tense and stressful

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situations, including disciplinary matters, using tact, diplomacy and sound judgement.

- Provide mentorship and guidance to student residents.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Set priorities and exercise sound judgment within areas of responsibility.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

An associate degree in business administration, hospitality management or a related field, and at least two years of responsible experience working with young adults, preferably in student housing; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

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The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and to lift up to 50 pounds, and 100 pounds with assistance.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees typically work under inside conditions, and the noise level is usually quiet. Employees are required to live onsite in a one-bedroom furnished apartment, single occupancy only, with no pets allowed. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.



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To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4737412/temporary-assistant-residence-hall-manager>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

State Center Community College District

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