

**FACULTY STUDENT ASSOCIATION OF  
TOMPKINS CORTLAND COMMUNITY COLLEGE  
Administrative**

**Position Title:**

Director of Residence Life

**Grade:**

16

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**Organizational Unit:**

Faculty Student Association

**Reports To**

AVP of Student Services/  
Senior Diversity Officer

**Approved By:**

FSA Board  
February 11, 2021

**SUMMARY**

Responsible for the leadership and development of a Residence Life Program that enhances the student experience for all residents at Tompkins Cortland Community College. Advances, implements, and evaluates student housing policies, procedures, and staff. Provides input into budget development and executes the operating budget as a responsible steward. Recommends appropriate maintenance and facilities actions to the VP of Finance and Administration.

**NATURE AND SCOPE**

- Responsible to collaboratively create a shared vision and leveraging the desired outcomes of the Residence Life Department Plan.
- Collaborate as a member with the Student Engagement Team (Residence Life, Student Activities, and the Office of Diversity Education and Support Services) to maximize programming and budget utilization
- Responsible for identifying and supporting the implementation of needed programs and services that contribute to transformational student growth and retention.
- Facilitate positive collaborative relationships with campus partners, such as Title IX, Student Conduct, Campus Police, One Card Office, Auxiliary Business Services, Enrollment Services, and faculty.
- Ensures that a wide array of educational and recreational programming are available throughout the academic year to curate a sense of belonging for all students
- Facilitate student conduct system initial processes and refer accordingly.
- Responsible for ensuring student success by referring residents as necessary to academic advisement counseling or other appropriate resources.
- Establishes and implements a process to ensure residents are aware of their rights and responsibilities as members of the residence life community including the review, update, and publishing of the Residence Life Handbook.
- Collaborates with the AVP of SS/SDO to conduct department assessment and administers qualitative and quantitative program review to include residence life program standards (e.g., CAS), institutional learning outcomes, and areas desired outcomes.
- Creates and maintains comparative data reports across residence life programmatic areas, such as occupancy, staff engagement programming, maintenance, etc.
- Oversees the regular formation and functioning of a Residence Hall Association
- Coordinates and collaborates with Enrollment Services, Admissions, and Student Success to facilitate enrollment and student retention.
- Provides operating budget input to the AVP of SS/SDO and conducts operations within budget.
- Ensures that all administrative actions to include record keeping, database maintenance, and policy development, are performed professionally and timely.

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- Responsible for the coordination with off-campus agencies e.g. Dryden Fire Department, the Office of Homeland Security, and Emergency Services to ensure student safety and well being.
- Manages the residence halls in support of the College mission and initiatives that involve residence halls.
- Collaborates with the AVP and VP of Finance and Administration to provide day-to-day supervision and assignment of the Residence Life Facilities staff to ensure maintenance, repair, replacement, and cleaning of Residence Halls, including grounds and parking lots.
- Responsible for all Residence Life property and furnishings' accountability to include 100% inspections of all buildings routinely, processing of damage billing, and appeal processes for students.
- As a professional staff member, internally and externally promotes and represents the Residence Life program to the campus community.
- Requires a regular workday with additional responsibilities in the evenings and weekends as needed. Serves as a professional staff member with on-call duties.
- Responsible for the leadership, development, supervision and direction for the staff of the Residence Life Program.
- Assures effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, counseling, and evaluation of assigned personnel. Conducts all personnel matters according to federal, state, and local Equal Employment/Affirmative Action Laws, other applicable laws, regulations, and the FSA employee's handbook.
- Serves on FSA and College committees and councils as assigned.
- Performs other related duties as assigned.

**SUPERVISES**

3 Full-time FSA and contract employees

2 Part-time Assistant Hall Directors

10-16 Resident Assistants (Indirect)

**MINIMUM QUALIFICATIONS**

Master's Degree in Administration, Personnel Administration, Student Life or related field, plus five years combined experience in student life or related field.

This position is subject to a criminal background check.