**Director of Housing and Residence Life**

Develops, implements, coordinates and leads Student Affairs Assessment for the Division.
Facilitates completion of mandated assessments such as the Weave Online Detailed Assessment Report and Annual Report. Leads the Division in Council for the Advancement of Standards (CAS) self-studies and action plans and implements the Alcohol and Drug Survey. Strategic planning coordination for the department and division.

Housing Management Liaison and Chair of Housing Management Committee. Market University Housing, assess program, facilitate communication between private developer and campus entities. Address housing concerns and complaints. Work with students, parents, private developer and campus entities to find solutions to issues and take proactive measures. Generate, present and use housing data, rates and comparative analyses to make recommendations and decisions. Create and manage budget for University Housing and review and monitor private developer budget.

Residence Life Programming. Resident Advisor training and selection and the facilitation of programs to meet the learning objectives of the Residence Life program

Risk management activities including the planning, coordination and management of student evacuation from residence facilities and the campus in the event of an emergency or crisis including but not limited to fire or hurricane threats. Plan and conduct fire drills of residence facilities as required by law. Risk management programming for the entire campus community on alcohol and drug issues. Development and facilitation of the alcohol and other drug prevention campaign. Completion of the Biennial Review as mandated by EDGAR, Part 86.

Off-Campus housing services including coordination of transportation services. Serve on on campus and community committees related to the transportation needs of the university community.

Other duties as assigned. Participation in University councils, committees and working groups. Completion of special projects as assigned.

Assist students in crisis (non-housing related) who present themselves in the Office of Student Affairs.