STATE CENTER COMMUNITY COLLEGE DISTRICT  
Assistant Residence Hall Supervisor – On-site

**DEFINITION**
Under direction supervises the operation of the residence halls, maintains order and discipline in the Residence Hall, and assures the well-being of the students residing there. The Assistant Residence Hall Supervisor – On-site is a live-in professional who shall be responsible for helping to build and support a community that encourages a diverse group of students to grow and develop individually and collectively.

**SPECIAL CONDITIONS**
Live on-site in a one bedroom furnished apartment, single occupancy only, no pets allowed.

**DISTINGUISHING CHARACTERISTICS**
This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for implementation of district policies, regulations, budget decisions, and supervision of staff including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

**EXAMPLES OF DUTIES**
- Providing supervision for the residence hall and surrounding property
- Supervising student activities and official functions.
- Providing guidance to students with immediate personal problems.
- Referring students to the Counseling and Guidance department.
- Handling disciplinary cases or referring them to the Vice President of Student Services.
- Working closely with Health Services and College Police particularly in emergency situations.
- Assisting with directing and supervising the training and performance of classified staff, student Resident Advisors and College work study students.
- Assisting with the development of department and program goals and objectives.
- Assisting with the preparation and presentation of recommendations on facilities, staffing and other needs that will enhance the program, financial performance and student life.
- Assisting with weekly staff meetings to problem solve, discuss recent discipline, upcoming events, continue training and staff development.
- Preparing oral and written reports.
- Maintaining established procedures, policies, and records.
- Assisting in making budget recommendations and administration of budget during the year.
- Recommending changes to procedures and policies.
- Assigning rooms, inspecting living quarters, reporting needed maintenance and repairs.
- Supervising the distribution of student mail/messages.
• Assisting with the summer camp/conference program.
• Assist with overseeing the renovation and maintenance of the dormitories.
• Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of
• principles and practices of residence hall management.
• health and safety regulations.
• privacy laws.
• the college age individual, behavior and control.
• record keeping procedures.
• interviewing and investigation techniques.
• budgeting, financial management, and cost analysis.

Skill to
• assist in planning, organizing and supervising the daily operation of the Residence Hall.
• supervise and schedule staff.

Ability to
• read and interpret highly technical materials for students and staff members.
• write and prepare reports and handbooks.
• deal calmly and rationally with irate or upset individuals.
• learn medical facilities available to students and first aid procedures.
• assign, monitor, and evaluate the work of others.
• operate standard office machines and equipment.
• appropriately interact with a diverse population to include students, staff, faculty and the public.
• effectively communicate with individuals for whom English is not a primary language.
• learn and apply college, district, and residence hall policies and procedures.

Education
• Bachelor’s Degree

Experience
• Successful experience supervising and working with young adults, preferably in a residential setting.

WORKING CONDITIONS WHICH MAY OCCUR

• Work inside protected from weather more than 6 hrs/day
• Work outside exposed to the weather less than 2 hr/day
• Work in temperatures between 35 - 44 degrees F. less than 2 hr/day
• Work in temperatures above 104 degrees F. less than 2 hr/day
• Work in humidity between 30% and 60% less than 1 hr/day
• Noise exposure under 105 decibels 3 - 5 hrs/day
• Work on surfaces that are flat and stable more than 7 hrs/day
• Exposed to direct sunlight less than 2 hr/day
• Contact with electrical hazards less than once or twice a month.
• Supervise or control combative persons less than 1 hr/day
• Tasks performed while objects are lifted out of or put into cramped spaces once or twice a month
• Tasks performed involve leaning, bending forward, kneeling or squatting once or twice a month
• Tasks performed involve working with the wrists in a bent or twisted position once or twice a month
• Tasks performed with the hands below the waist once or twice a week
• Tasks performed while standing for most of the shift without anti-fatigue mats once or twice a month
• Tasks performed with arms or hands in the same position for long periods of time without changing positions or resting once or twice a week
• Extended evening hours, being on-call, and/or schedule changes occur once or twice a week

Examples of physical ability requirements necessary to perform the above job duties:
• Have muscular effort (or strength) needed to lift, push, pull or carry objects such as helium tanks weighing up to 50 pounds. (Muscular Tension)
• Resist fatigue to work through the night. (Muscular Endurance)
• Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
• See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)
• See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
• Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or where others are sleeping. (Speech Intelligibility in Quiet)
• Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
• To tell from what direction a sound is coming from such as hear when someone is calling for help. (Sound Localization)
• Bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task as well as continuous and repeating of these functions such as decorating for special events. (Flexibility)

Examples of mental ability requirements necessary to perform the above
job duties:

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
- Concentrate on a task over a period of time without being distracted. (Selective Attention)
- Shift back and forth between two or more activities or sources of information; multi-task to work on different projects simultaneously. (Time sharing)
- Remember information such as words, numbers, pictures, and procedures. (Memorization)
- Clearly communicate information and ideas through spoken words so others will understand. (Oral Expression)
- Identify and understand the speech of another person. (Speech Recognition)
- Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)
- Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
- Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
- Read and understand information and ideas presented in writing. (Written Comprehension)
- Communicate information and ideas in writing so others will understand. (Written Expression)