San José State University
Director, University Housing Services
University Housing Services
Full time
23618

About the Position

University Housing Services strives to create a residential community that supports and enhances academic success, fosters the learning and development of our students, and promotes student involvement and civic engagement. As a department, our practices promote efficiency, operational effectiveness and fiscal responsibility.

The Director of University Housing Services (UHS) is the chief housing officer of the university and responsible for providing leadership and vision for all components and departments of UHS. The program currently serves approximately 3700 residents, with a net addition of 350 spaces by Fall 2016, due to construction of a new high rise residence hall and subsequent demolition of two older buildings. Responsibilities include management of five residence halls, one student apartment complex, one faculty / staff apartment complex, and conference housing programs. The Director is charged with developing and maintaining a living / learning environment consistent with the goals of UHS, the Division of Student Affairs and of the University. The Director carries out these responsibilities under the general supervision of the Associate Vice President for Campus Life.

The Director is responsible for leadership and strategic planning, ensuring the department will implement operations meeting both campus and student needs in a dynamic environment. In particular, the incumbent is responsible for developing and implementing best practices regarding campus and community issues, student success (retention) programming, community development, team development, fiscal
management, administration, and custodial operations. Regular utilization of CAS Standards is an expected aspect of Director leadership.

In collaboration with the VP of Student Affairs, the AVP of Campus Life, and the AVP of Administration and Finance, the Director administers an annual budget of $32.5 M dollars. The Director is responsible for the operations and fiscal viability of UHS. The incumbent directly supervises several managers and professional staff with overall responsibility for 55-60 employees, working under collective bargaining agreements, and 150 student employees. The position requires adherence to CSU, state and federal guidelines with fire and safety, ADA, OSHA standards, building and personnel regulations.

Director will be a leader and advocate for a living / learning environment conducive to the educational success of our residential students, including increasing campus 6 year graduation rates. The Director will facilitate development programs that meet the academic, social, cultural, and safety needs of campus residents. To support student success within UHS, the Director will support and lead a network of intentional collaborations within the UHS community, Student Affairs, and the University. Under the incumbent’s leadership, UHS will be a model for the positive impact of lived community standards. The Director is responsible for training and programming that encourages student identity development in ways that also strengthens community development.

This is a position in the CSU - Management Personnel Plan (MPP), and serves at the pleasure of the President. This position may also require adherence to University compliance training such as: Conflict of Interest and Ethics, AB 1825 Sexual Harassment Prevention, Information Security, and Injury and Illness Prevention Program. The person hired for this position will be required to complete an outside employment
disclosure statement in accordance with Title V of the California Code of Regulations.

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