

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **STUDENT HOUSING AND EQUITY DIRECTOR**

#### **DEFINITION:**

Under the supervision of an appropriate supervisor, the Student Housing and Equity Director manages and coordinates student housing, recruits housing insecure students, provides intake assessments and case management services, coordinates activities for housing residents, and ensures a compliant and safe living environment. The Student Housing and Equity Director works to provide direction for student learning and academic success by coordinating the administrative, supervisory, and programmatic efforts for IVC's residential communities. The Student Housing and Equity Director is responsible for the development of comfortable living and learning communities that foster academic success.

#### **EXAMPLES OF DUTIES:**

- Train, supervise, and evaluate the performance of assigned faculty and staff; plan, assign, and review work; make recommendations regarding the selection process.
- Oversee and coordinate the necessary delivery of basic need services to all students and student residents in the housing community. Assess students for needs, challenges, and appropriate services.
- Perform research, develop new programs, and provide recommendations to college administrators, faculty and staff; including pursuit of grants to meet evolving trends in services to students with housing and basic needs.
- Coordinate the development of college policies and procedures regarding services for students with special housing and other basic needs; research and analyze issues and interpret state and federal regulations and legislation impacting assigned programs and functions.
- Coordinate instructional and accessibility services and programs for students with basic needs with appropriate stakeholders at the college, government agencies, and community resources organizations.
- Provide individual consultation and guidance for students in housing and who need housing services; Conduct an Individualized Service Plan and case management services to residents.
- Provide residents with referral services as needed for on-site and off-site services and activities, including mental health and substance abuse services and opportunities for educational & career development and to fulfill other basic needs.
- Ensure student residents are abiding by all Housing rules and policies, all Campus rules and policies, and all rules and policies of the community the students are residing in; address and resolve student resident conduct matters, including the handling of Title IX complaints.
- Oversee and perform routine health and safety inspections of student housing; report and resolve health and safety violations; hold periodic fire and other types of emergency drills as required; serve as campus representative for any emergency which occurs in student housing.
- Participate, plan, organize, and conduct meetings, seminars, and training programs relating to services and programs for student residents, perspective student residents, and students with basic needs.

- Ensure activities and operations comply with basic needs program requirements;
- Participate in the development and implementation of goals, objectives, policies, and priorities for the basic needs program areas; research, implement, and administer policies, procedures, and assigned area.
- Establish local and regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies pertaining to student basic needs; partner with food bank affiliates, housing resources, and other non-profit entities.
- Coordinate college-wide food pantry program. Provide guidance to volunteers and student workers; order, receive, and stock food items; maintain food quality controls;
- Collect, compile, tabulate, and record narrative, statistical, and financial data and other information; prepare, analyze, and submit appropriate forms, schedules, and reports as required in accordance with District and external agency requirements.
- Coordinate any facilities maintenance and repair requests, ensuring timely reporting of issues and expedited resolution of maintenance needs; coordinate training as needed for student residents in the maintenance and operations of occupied residences, including student resident orientation.
- Attend college, district, departmental, and participatory governance meetings in an effort to ensure coordination of support services, and follow-up activities regarding student housing and basic needs programs.
- Prepare budget estimates; administer and monitor approved budgets.
- Perform other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to effectively present information and respond to questions of individuals and groups.
- Knowledge and understanding of meeting basic needs of students and their implications in an education setting.
- Have an understanding of community college students and student equity, their diverse ethnic, social economic and cultural backgrounds.
- Ability to problem solve, make decisions, and achieve consensus.
- Knowledge in counseling techniques and theories for students with basic living needs.
- Knowledge of new technologies as tools for learning, teaching, and managing work.
- Plan, organize, direct, administer, develop, and implement approaches to address student needs.
- Extensive knowledge of state and federal laws and regulations pertaining to student residents.
- Ability to communicate effectively, written and oral in person and remotely.
- Ability to direct, manage, and evaluate faculty and staff.
- Knowledge of budget development and fiscal management.
- Knowledge of Federal and State regulations pertaining to California Community Colleges.
- Ability to read, analyze and interpret manuals and office documents.
- Knowledge of general student services procedures, organization, functions and activities of a community college.
- Ability to work independently and with others.
- Ability to multi-task, establish priorities and manage time, meet deadlines and perform duties under time constraints

- Knowledge in the use of computers, computer software and programs, and office equipment.

**MINIMUM QUALIFICATIONS**

Possession of a Master’s degree in Counseling, Psychology, Sociology, Social Work or other related field to Student Services and Student Basic Needs or Housing Management.

**And**

Two years of full time experience in a higher educational setting or relevant setting in serving persons experiencing basic security needs.

*Desired Qualifications*

Experience working with transitional age youth, individuals with mental disabilities, low-income families and Experience working in Student Housing, in Academic Support, and in Community Engagement and Outreach.

**WORKING CONDITIONS**

Environment: Office and Student Housing Sites.

Physical Demands: Incorporated within one (or more of the previously mentioned essential function of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom – less than 25 percent = 1

Often – 51 – 75 percent = 3

Occasional – 25 – 50 percent = 2

Very Frequent – 76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time and work outdoors.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 50 pounds.
1 or 2	Ability to carry 50 pounds.
4	Ability to operate office equipment.

**STATUS/RATIONALE**

This is an academic administrator position Range 5. This position has direct responsibility for formulating and implementing policy of the College and the District. This position is subject to evening hours and weekends, including on-call.