WINTHROP UNIVERSITY

NOTICE OF JOB VACANCY

June 22, 2016

POSITION: ASSISTANT DIRECTOR FOR RESIDENTIAL SERVICES (RESIDENCE LIFE)
(Class Code CB65/Student Services Program Coordinator I)

BAND: Band 04: Level 04

STARTING SALARY: $29,408 minimum per year; actual salary commensurate with qualifications

JOB VACANCY: 201673

Minimum Training and Experience:
Bachelor's degree in business, technology or related field required. Experience in college student housing or institutional facilities operations highly desired. Working knowledge of Windows and Mac platform and experience using SQL, Asp.Net, Excel, PowerPoint, and database and web editing tools preferred. Experience using RMS and reporting software highly desired. Equivalent of training and experience may be considered.

Knowledge, Skills and Abilities:
Ability to work independently and effectively with high degree of accuracy; learn quickly; exercise sound judgment in troubleshooting problems; coordinate and organize work activities efficiently; learn technical aspects of housing assignment management, including housing software applications, reporting software and database structure; establish and maintain effective working relationships with students and staff; and provide excellent customer service to students and the public. Must possess effective interpersonal and written communication skills.

Specific Duties:
Reporting to the Associate Director of Residential Services, the Assistant Director of Residential Services coordinates operations within the Department of Residence Life regarding housing assignment technology; business functions, such as department deposits; marketing; information technology; inventory management; and facilities pest control. Uses Residential Management Systems (RMS) for assigning new students participating in academic theme housing; oversees web-based self-assign module within RMS; creates and maintains housing reports; manages security roles for individual RMS users; and assists with other daily housing, judicial and room management operations in RMS. Manages technical issues and staff training with guest registration system; coordinates RMS system upgrades; assists with RMS student application and contracting processes; provides first-level support for all RMS users; serves as liaison to RMS User Support; assists in developing/implementing a document imaging system; manages operation of closed-circuit movie channel; coordinates radio and cell phone communication systems, including diagnostics and repairs; manages timely updates of PowerPoint slides for televised electronic bulletin board and provides desktop support to office staff.; manages timely updates of websites, ensures proper content, and manages residential hall staff web portal. Assists with card access permissions; oversees daily monitoring of departmental purchases; assists with reconciling purchase requisitions against purchase orders; reconciles meal plan bills from food service contractor; manages security systems; and assists in administering annual resident assessment benchmarking surveys. Manages inventories of MicroFridge units, student room furniture, food service equipment, supplies, safety signage and technology loaner equipment; handles residential facilities pest control; and coordinates maintenance of the department’s utility vehicles. Performs other related duties as required.

To apply, access www.jobs.sc.gov to submit an on-line application no later than July 5, 2016

Please include a resume, cover letter and names/telephone numbers of three references.

Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.