

Classification and Qualification STANDARDS

Head Resident Series

Class Title	Class Code	Date Revised	FLSA
Head Resident I	9688	01-01-1978	Non-Exempt
Head Resident II	9687	01-01-1978	Non-Exempt

Classification Standard Reformatted: 06-01-2013

OVERVIEW:

Under general direction, Head Residents are responsible for the effective, 24-hour daily operation of a student residence hall, and assists students in adjusting to campus life.

Head Resident I – Responsible for a student residence hall housing approximately 350 students, or assists a Head Resident II in a larger residence hall.

Head Resident II – Responsible for a student residence hall housing 350 or more students; act in a lead capacity and assists in the training of other Head Residents.

HEAD RESIDENT I

The Head Resident I is responsible for a student residence hall housing approximately 350 students, or assist a Head Resident II in a larger residence hall.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

General knowledge of the personal and social problems typically encountered by college students; working knowledge of group dynamics and needs; working knowledge of managerial techniques, personnel practices, and inventory control.

Ability to establish and maintain cooperative working relationships with students and others; relate to the present-day population of college students; deal with the personal and social problems of students; keep simple records and accounts; select, train, supervise, and evaluate student assistants and staff; analyze emergency situations accurately and take prompt action; read and write at a level appropriate to the duties of the position; and perform mathematical calculations where required.

Experience:

Equivalent to one year of experience as a director or coordinator of college-level group activities.

Prospective applicants who have not had the education or experience listed may be considered eligible based on other evidence of meeting the above minimum qualifications.

HEAD RESIDENT II

The Head Resident II acts in a lead capacity over Head Resident I's on the campus, and assists in their selection and training; assists in the selection, training, and leading of student assistants; and may be required to oversee Head Resident I's.

MINIMUM QUALIFICATIONS:***Knowledge and Abilities:***

General knowledge of the personal and social problems typically encountered by college students; working knowledge of group dynamics and needs; working knowledge of managerial techniques, personnel practices, and inventory control.

Ability to establish and maintain cooperative working relationships with students and others; relate to the present-day population of college students; deal with the personal and social problems of students; keep records and accounts and make reports; select, train, lead, and evaluate student assistants and staff; analyze emergency situations accurately and take prompt action; prepare concise reports; develop, organize, and implement residence programs; read and write at a level appropriate to the duties of the position; and perform mathematical calculations where required.

Experience:

Equivalent to two years of experience coordinating or directing college-level group activities including one year directing a dormitory complex which has provided a wide exposure to student group problems and able to demonstrate possession of the knowledge and abilities listed above.

One year of job-related non-paid experience may be substituted for the one year of general experience required.