



# SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System  
Alpine, Texas 79832

## Director of Residential Living Announcement of Position Availability

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**Appointment Date** Until Filled

**Salary** \$40,174

**Required** Master's degree in student personnel, counseling, higher education administration or closely related field; three years experience as director or assistant director of housing; strong written and oral communication skills, understanding of Student Development theory, ability to interface at all levels with campus officials, computer literate in terms of personal computer based software, mainframe data entry, internet web site maintenance, housing assignment process, planning and managing comprehensive budgets, staff training and supervision, student discipline, facility management and planning for improvements.

**Preferred** Student life administration, understanding of small college residence life program.

**Primary Responsibilities** Facilities upkeep, management, and recommendations for improvements; processing assignments, staff selection, supervision, and training; enforcing policies and procedures and recommending changes; developing handbooks, and promotional materials; assisting the Dean of Student Life in the disciplinary process; assessing and addressing the needs of residents in all types of housing facilities; overseeing fiscal management of comprehensive budget including generation of income; assisting with housing registration; coordinating housing elements for guest housing, recruiting visits and events; shared weekend and night on-call duties.

**See** <http://www.sulross.edu>

**How to Apply** Submit letter of interest, resume, contact information for three references and completed Sul Ross application to Human Resources Director, Sul Ross State University, Box C-13, Alpine, TX 79832. Phone (432) 837-8058; fax (432) 837-8244; e-mail [suez@sulross.edu](mailto:suez@sulross.edu). Applications accepted until the position is filled.

Texas Law requires a 90 day waiting period before new state employees are eligible to enroll in health insurance.

**Application** <http://www.sulross.edu/docs/hr/staff-application.dot>

**Instructions** <http://www.sulross.edu/docs/hr/appins.pdf>