

**DIRECTOR OF STUDENT HOUSING**

The Director of Student Housing is a key member of the management team for the Vice Provost of Student Success and works closely in coordination with the Vice President for Administration. The class provides progressively responsible leadership and expertise related to the planning, strategizing, and setting directions for the Student Housing Services program at the University of Hawai'i at Mānoa. Responsibility includes developing a long-range capital program that delivers modern housing facilities to undergraduate and graduate students, providing leadership over the day-to-day operations of the housing facilities, maintaining a secure and safe environment for employees and residents, implementing a repair and maintenance program in accordance with industry standards, and overseeing the administration of the student housing program.

Inherent in this class are significant administrative, management, and maintenance responsibilities aimed to ensure a safe and secure living and learning environment for University of Hawai'i students, through the management of personnel, physical resources, and budgets of the assigned area. Work also requires the Director of Student Housing to possess experience and knowledge relative to facility and property management and fiscal and budget management in higher education. Work requires considerable contact with a wide variety of individuals and groups where effective working relationships must be established and maintained with senior executives including the Office of the Vice Provost for Student Success, the Office of the Vice President for Administration, the Office of the Provost, campus administrators, students and student groups, campus governance groups, faculty and staff, private vendors, representatives of other government agencies, and community groups. Work is reviewed through oral and written reports, observation of results obtained, and one-on-one conferences.

The class Director of Student Housing is established effective December 29, 2021.



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President, University of Hawai'i

December 29, 2021

Date