

Classification and Qualification



STANDARDS

The California State University System

Head Resident I

Class Code 9688

Date Established 07-09-59

Date Revised 01-01-78

Occupation Index Reference O-1

DEFINITION:

Under general direction, in a State University or College, is responsible for the effective, 24-hour daily operation of a student residence hall housing approximately 350 students or assists a Head Resident II, in a larger residence hall and assists students in adjusting to campus life.

Examples of Typical Activities:

In a student residence hall operated by a State University or College, the incumbents of positions in this class assist students in adjusting to campus life; assist in the development of a student self-government within the hall and act as adviser to the governing body and its subordinate committees; informally review the decisions of the governing body and suggest corrective action when necessary; assist in the development of a well-rounded social program for the hall; encourage residents of the hall to participate in and coordinate their hall activities with the general student life of the campus; identify students with personal, social, academic, or disciplinary problems, and advise them or refer them to the appropriate campus agency; act as official host or hostess for the hall and chaperone coeducational activities sponsored by the hall; administer quiet hours, study tables, and other hall regulations; implement plans to improve room cleanliness; report needed maintenance and repairs; assign rooms; issue linens; maintain room condition cards, and other records and reports as required; assist in the selection, training and supervision of student assistants; take appropriate action in emergency situations which may arise such as sudden illness of students or hazardous living conditions.

MINIMUM QUALIFICATIONS:

Knowledges 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 practice, and inventory control.

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

and

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.

Work Week Group: 4C
Premium O/T: No
Shift Differential: No
Employee Category: Administrative