

# Classification and Qualification



# STANDARDS

The California State University System

## Head Resident II

*Class Code 9687*

*Date Established 07-09-59*

*Date Revised 01-01-78*

*Occupation Index Reference O-1*

### **DEFINITION:**

Under direction in a State University or College, is responsible for the effective, 24-hour daily operation of a student residence hall housing 350 or more students; acts in a lead capacity over and assists in the training of other Head Residents; assists the individual student in adjusting to campus life.

### **DISTINGUISHING CHARACTERISTICS:**

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

### **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 student self-government within the hall and act as advisers 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 chaperon coeducational activities sponsored by the hall; administer quiet hours, study tables, and other hall regulations; report needed maintenance and repairs; assign room; issue linens; maintain room condition cards, and other records and reports as required; take appropriate action in emergency situations which may arise such as the sudden illness of students or hazardous living

### **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 practices 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 records and accounts and make reports; ability to select, train, supervise and evaluate student assistants and staff; ability to analyze emergency situations accurately and take prompt action; ability to prepare concise reports; ability to develop, organize and implement residence programs; ability to read and write at a level appropriate to the duties of the position; and ability to perform arithmetic computations where required.

and

**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 can demonstrate possession of the knowledges and abilities listed above.

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

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