

# Classification and Qualification STANDARDS

---

## Dormitory Supervisor

*Class Code: 9692  
Date Revised: 01-01-1978  
FLSA: Non-Exempt*

*Classification Standard Reformatted: 06-01-2013*

### **OVERVIEW:**

Under general direction, the Dormitory Supervisor is in charge of a resident dormitory at a CSU campus; maintains order and assists students in problems of dormitory living and inspects living quarters for cleanliness.

### **TYPICAL ACTIVITIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Dormitory Supervisors typically perform work involving some or all of the following duties: assign rooms; inspect living quarters; report needed maintenance and repairs; issue linen; chaperon coeducational activities; maintain room condition cards, and other records; take inventory and maintain a variety of records; advise students with social behavior problems; supervise dormitory self-governing unit; administer quiet hours, and other dormitory regulations.

### **MINIMUM QUALIFICATIONS:**

#### ***Knowledge and Abilities:***

Ability to establish and maintain cooperative working and personal 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; 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 in the direction or coordination of group activities.

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