

Category: 1702
Exc. Qual. Std.: 09
Approved March 19, 1980
Authorization. P.L. 95-561

DORMITORY MANAGER

CATEGORICAL PAY LEVEL:

Pay Level: 02

DESCRIPTION OF WORK:

Dormitory Managers will supervise Home Living Assistants and Assistant Dormitory Managers and assist professional Home Living Specialists in the day to day supervision, counseling, health and welfare of students living in dormitories. The Dormitory Manager manages the day to day, 24 hour operation of one more dormitories.

LEVELS OF RESPONSIBILITIES:

The Dormitory Manager position may be designed to be supervised by a professional Home Living Specialist, and will assist the Home Living Specialist in carrying out the total Home Living program for the students within the assigned unit.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Pay Level: 02

Education: High School

Experience (years) 5

High school diploma or equivalent and 5 years of dormitory home living experience.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

An AA Degree is substitutable for two years experience. A Bachelor's Degree is substitutable for four years experience.

PHYSICAL REQUIREMENTS

Good distant vision in one eye and ability to read without strain printed. Material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg or, foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional, and mental stability.