

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Dean	<b>SALARY GRADE:</b>	HU-17
<b>DATE REVISED:</b>	December 1, 2014	<b>EEO CODE:</b>	01
<b>JOB CODE:</b>	1009	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:**                    The purpose of this position is to provide leadership, direction, management and coordination of all phases of the within the University's assigned department.

**SUPERVISORY ACCOUNTABILITY:**                    Responsible for supervising multiple functions, with full responsibility for effective operation and results.

**NATURE AND SCOPE:**                    Internal contacts include executives, administrators, facility, students and staff of the department and the university at large. External contacts include consultants, representatives from other colleges and universities, visitors and the general public

**PRINCIPAL ACCOUNTABILITIES:**                    Direct the day-to-day operations of the business functions for the department.

Plans and directs all functions of University owned and operated student residence halls including programming and budgeting.

Establish goals and objectives in concert with the overall educational programming mission for the department.

Directs, evaluates and leads the entire residence life operation, including the education, development, safety, health and wellness of all residential students living in 10 residence halls.

Coordinate educational programming and provide supervision and oversight for building maintenance and housekeeping.

Exercise general supervision over the preparation and maintenance of Residence Life housing records, payroll records, and requests for purchase of supplies and services and all other financial records.

Formulate and implement financial management control techniques and systems to facilitate budget analysis and funds control.

Develop statistical comparative analysis in support of approved and projected housing operation plans in achieving desired goals.

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Direct the staff of the Office of Residence Life in the assignment of students housing accommodations on campus.

Evaluate the effectiveness of the housing system on a periodic basis and recommends operational changes where appropriate.

Establish and maintain a statistical reporting system depicting residence hall occupancy levels and related matters.

Develop and maintain systems and procedures for the timely processing of all residence hall housing application and reservation deposits.

Answer correspondence pertaining to housing matters, and design or revises letters, forms and other printed material as needed.

Assist with the organization and implementation of departmental workshops conferences, staff meetings and special projects.

Attend and participate in divisional level planning groups, and university Committees as assigned.

Perform other duties as assigned.

**CORE COMPETENCIES:**

- Demonstrates knowledge and understanding of the principles, processes and requirements of planning, budgeting, financial planning and analysis for an organization of similar size and complexity of funding streams.
- Successful experience in planning and managing capital projects including the coordination of construction activities with University personnel, construction manager architects and external consultants.
- Proven ability to facilitate and reach consensus in committee structure with senior administration and with peers both internally and externally.
- Demonstrated leadership ability with a proven record of success in communicating to ; working with all levels of a rapidly changing organization.

**MINIMUM REQUIREMENTS:**

Master's degree and 15 or more years of relevant experience. 18 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** N/A

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_  
Department Manager/Supervisor

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_