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ADMINISTRATION POSITION OPPORTUNITY

Job Title: Residence Manager, Lakeshore
Division/Department: Campus Services
Reporting To: Associate Director, Campus Services
Salary: To be determined

Competition #: 2019-022
Status: Full-time
Campus: Lakeshore

POSITION SUMMARY:

Under the general direction of the Associate Director, Campus Services, the incumbent is responsible for all aspects of the housing operation of the Lakeshore campus student residence. This includes, but is not limited to: admissions, fee collections, 24 hour front desk services, cleaning, contract oversight for third party services, summer conference accommodations, managing a significant budget, and residence health and safety. The incumbent is responsible for administering a living environment that is safe, secure and conducive to study for both students and transient summer conference clients. This includes working closely with Residence Life to provide support for a full and integrated residence life program for students. The incumbent will participate in a regular after hours on-call rotation and will lend support to the broader residence operation at Humber.

QUALIFICATIONS:

The successful candidate will hold a three year diploma/degree, preferably in the area of business administration, along with a minimum of four years of relevant experience. Additional qualifications include: excellent problem solving/conflict resolution skills; exceptional written and verbal communications skills; and superior judgment and decision-making skills. The incumbent should have experience in the training, supervision and motivation of front line customer service staff; possess strong budget management skills; and have an aptitude for understanding and training others in a variety of software systems. Strong knowledge of regulatory requirements for housing are required, including Building and Fire Codes, W.H.M.I.S., and the Occupational Health & Safety Act. Experience working with contractors and using StarRez are considered an asset.

***We thank all applicants for their interest in this position. Only applicants selected for an interview will be contacted.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

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OPEN DATE: February 5, 2019

CLOSE DATE: February 15, 2019

All candidates are asked to submit a cover letter and resume to HR Services by applying online at:
<http://www.humber.ca/careers>