

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Residential Education Director/1404**

Function and General Scope

Positions assigned to this class are responsible for coordinating and managing the day-to-day operation of a residential building. Serving in a live-in capacity, provides training and supervision to undergraduate staff members, assists with departmental staff recruitment, selection, provides program development, implementation and evaluation, adjudicates departmental codes of student conduct, serve as a resource and advisor to students, staff, faculty, parents, and other constituencies; and performs administrative duties for the hall.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree and two (2) years of relevant residence hall leadership, paraprofessional or group living experience and demonstrated experience directly related to the duties and responsibilities specified. A Master's degree in College Student Personnel/Higher Education Administration/Counseling Psychology or a related field may be substituted for one (1) year of experience.