

# Assistant Dormitory Directress

Reports to : Dormitory Directress, AVP HR & Admin  
Supervises : BED, HED and Professional Boarders, AC Dorm Staff,  
AC Dorm & Dorm Auxiliary  
Coordinates with : AC Dorm Staff, AC Dorm Team

## Core Competencies

- Person of Faith
- Person of Communion
- Integrity
- Passion for Learning
- Social Responsibility
- Innovation

## Functional Competencies

- Job Knowledge
- Leadership
- Work Management
- Problem-Solving and Decision Making
- Information Management
- Professionalism
- Communication
- Resource Management
- Service Orientation
- Flexibility and Management of Stress

## SPECIFIC DUTIES AND RESPONSIBILITIES

### Assistant Dormitory Directress

-Is responsible for the upkeep of the dormitory facilities and services. She assists the Dorm Directress in the supervision of student, staff and professional boarders and coordinates with the Dorm Directress and the AC Dorm Team assigned.

- 1.Assists the Dorm Directress in the recruitment and application of new boarders.
  - Shows the dorm facilities and discusses the services of the dormitory to new applicants;
  - Gives the application forms, follows up the requirements, takes pictures of the new boarder with her parents/guardian/s and checks that all the forms are given back by the new applicant;
  - Coordinates with parents/guardians regarding the dates for interview of students/parents by the Dorm Directress;
  - Informs/reminds the parents of boarders regarding the moving in day and the necessary details.
- 2.Assists the Dorm Directress in managing the overall maintenance/upkeep and cleanliness of the dormitory, its facilities and its equipment.
  - Checks the dorm facilities regularly, defines requirements and recommends those that need to be repaired/replaced.
  - Checks the work of the dorm aides and other personnel in the preparation of the dormitory for occupancy, as well as the general cleaning of the facilities at least 3 times a year and its daily maintenance.
  - Coordinates with the facilities Management regarding the repair/maintenance of the dorm facilities.
  - Coordinates with the Purchasing Unit regarding the supplies needed in the operations of the dormitory.
  - Coordinates and sends inter-office memos to other offices when needed.
  - Collates, tallies feedbacks from boarders regarding the facilities and related services at the end of the school year.

3. Assists the Dorm Directress in the general supervision of the dorm operations and its residents.
- Assists in planning the activities for the residents, aimed at building the community spirit, social consciousness, faith and spirituality of the boarders;
  - Recommends policies, programs and procedures needed in the operation of the dormitory;
  - Assists in the monitoring and implementation of new policies.
  - Checks on the student boarders, especially after the silence bell has rang for any concerns that needed to be addressed promptly;
  - Assists in the preparation of the planned activities and during and after such;
  - Answers phone calls in the dormitory;
  - Reports to the Dorm Directress daily activities that need her attention especially on weekends;
  - Assists in distributing and claiming of forms and other things that are needed in the dormitory operations;
  - Assists in managing the provisions and delivery of laundry, food and mails;
  - In cases of unforeseen events like sickness of a resident boarder, accident, fire, earthquake and the like, she informs the Dorm Directress and the security guards on duty immediately and she acts to solve it promptly;
  - Assists in the periodic monitoring and evaluation of dorm operations.
  - Acts as the point person when the Dorm Directress is not around.

### **QUALIFICATION REQUIREMENTS**

1. Preferably a BS Nursing Degree holder
2. Must be knowledgeable in first aid
3. Possesses at least 1 year of work experience in medical care
4. Possesses good people leadership and planning skills
5. Above average in oral and written communication skills
6. Must be proficient in using computer programs
7. Must possess a high level of emotional and intellectual maturity
8. Considered a person of high moral and integrity by others in the institution or her previous place of work, especially in handling confidential information/situations
9. Must be willing to stay in the dormitory