



Director of Housing Systems and Services

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# A Message from our **Executive Director**

It is my extraordinary privilege to work with such a magnificent group of people. Over and over I see examples of how individuals on our staff bring their best efforts to make living on campus a safe, welcoming, educational, and fun experience for students.

It is the combined efforts of each and every member of the Housing and Residence Life team that makes this level of excellence possible.



**Gina M. Vanacore, Ph.D.**

When I think of how OUR team works to create this incredible place, I am reminded of a quote:

*"A school that helps its students succeed at the subject they came to college to pursue; creates a CULTURE geared to helping students reach their potential, and it does all that for a price that working families can afford on a charming campus in the middle of an amazing city."*

**-Malcolm Gladwell, Revisionist History podcast, "Project Dillard"**

That sounds like **UNT** to me.



# Welcome to **UNT**

As one of the nation's largest universities, **UNT** offers **113** bachelor's, **94** master's and **37** doctoral degree programs.



The university is located in Denton, a city of about 136,000 people only 36 miles north of Dallas-Fort Worth, the country's fourth-largest metropolitan area.

A metropolitan area offers a wealth of job opportunities, plus entertainment, culture, shopping and professional sports. A college town offers a peaceful haven for study and research. UNT has the advantages of both.



# Create Your Future with Us

The Department of Housing and Residence Life is a growing organization which serves over **6,400** students throughout **14** residential communities.

UNT Housing contributes to the mission of the university by promoting safe and inclusive living environments, fostering student connections and campus engagement, and providing diverse learning opportunities.



**Joe Greene Hall**

# Position Overview

This position is responsible for advancing the mission of the University of North Texas through strategic, meaningful engagement with all aspects of student Housing and Residence Life.

You'll support the university's recruitment, enrollment, and retention efforts by leading a team of professionals responsible for revenue management.

Along with the other two Directors, you'll share the overall management and direction for the department. Specifically, the role is responsible for the management of the functions of occupancy, revenue, information, records, communications, service provision and prospects.

Additionally, as a senior leader of the organization you'll respond to student crisis and emergencies and various other duties as needed to support the mission of the department.

## **Qualifications:**

- Masters Degree in related field.
- Five Years of professional experience; or any equivalent combination of education, training, and experience.

## **Job Duties:**

- Implement the housing administration practices including: applications, bed space allocation, database management and data manipulation.
- Manage and maintains records regarding inquiry, utilization and modifications of housing assignments and related matters.
- Generate housing-related reporting and summary information for departmental and University decision making. Plans, implements and evaluates strategies for sales, recruitment, and customer service. Provides oversight and signature approval to assigned area budgetary accounts and makes recommendations for budget planning purposes.
- Participate as part of the executive leadership team of the department of Housing and Residence Life. As such, provide leadership and strategic direction to staff of full-time and part-time employees establishing goals, objectives and critical timelines for the residential experience for students, summer guests and other campus uses. Ensure initiatives are aligned with university, division and department business and operating objectives. Manage assessment initiatives to optimize return on investment.

- Plan and direct the strategic and operational activities for housing administration to ensure business efficiency and cultivate a culture of continuous improvement. Direct creation and management of administrative processes that sustains student, guest and general campus housing administration including but not limited to, operational activities, standard and policy development, executive communications, employee communications, project management and organization, employee engagement and campus partner relationship-building.
- Represent the university and department by engaging with internal and external stakeholders. Deliver presentations at off-site conferences, coordinates guest visits and tours, represents Housing and Residence Life at Admissions, Orientation and other enrollment management events, and partners closely with numerous campus staff to develop and provide operational efficiencies and create a superior student residential experience.
- Available to respond to and resolve after hour incidents and urgent situations as necessary. Manage crises and respond in an effort to safeguard student health and safety as well as university assets and resources.





# Meet your Teammates



Director of Business and  
Facility Operations

## **Craig Zemmin, CEFP, CPM**

- Over 30 years of Housing and Residence Life experience
- Responsible for residential facilities, projects, capital planning, risk management, and space planning.
- Oversees facilities consisting of over 7,000 beds and 20 on-campus facilities.



Director of Residence Life

## **Tomas Sanchez, Ed.D.**

- 20 years of Housing and Residence Life experience
- Responsible for management of a Residence Life team of 30+ professionals including community directors, assistant community directors, desk clerks, and 240+ student staff.

# Benefits

Here is a list of benefits offered to employees:

- Medical and prescription insurance, with optional coverage available
- Longevity pay
- Tuition scholarship opportunities
- Retirement plan options
- Employee leave
- Wellness program
- Employee assistance program





# Denton, TX

The city of Denton is home to a thriving live music scene, diverse and eclectic dining options, and avital arts community.

As one of the most popular parts of the Dallas/ Ft Worth Metroplex, Denton is host to the Denton Arts and Jazz Festival, Wassailfest, and Oaktopia.

Denton combines the charming characteristics of small town neighborhoods and the lively, intellectual, energy of a college town within a short distance of a major city.







DIVISION OF  
STUDENT AFFAIRS  
Housing & Residence Life

*You belong here!*



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