

## HOUSING COORDINATOR\*

### **Function of Job:**

Under general supervision of designated supervisor, coordinate a campus housing program and related services and facilities, such as in-house dining facilities; supervise staff and manage facility and program budget. with specific assignment to either on-campus housing and/or off-campus housing function.

### **Characteristic Duties and Responsibilities:**

1. Develop, implement and/or supervise programs and services in support of assigned housing program.
2. Counsel students and assist students/parents and other guests using the facility with informational and procedural matters.
3. Develop and maintain policies and procedures on housing, which may include eligibility, lease agreements, petitions, retention, emergency or temporary housing, special interest housing, and riders to leases.
4. Hire, supervise, train and coordinate work of assigned residential life staff and student staff as assigned.
5. Conduct evaluative research on all appropriate program/service activities related to student housing services assignment.
6. Maintain content and design of publications regarding housing, including brochures, reports, forms and other educational materials.
7. Consult and provide liaison with federal, state and community agencies, and college/university departments and programs, as required, to develop appropriate support and referral systems.
8. Generate statistical reports and maintain records as required.
9. Responsible for opening and closing residential facility complex for the academic year and other service periods, including issuing and controlling keys/key cards.
10. Perform routine maintenance inspections of assigned facilities, arrange for work orders, and ensure the health and safety of residents and guests.
11. Serve as judicial officer for facility as assigned; communicate policies and procedures, and process violations.
12. Plan and maintain assigned budget, including program development costs, billing, recording damage fees, improvements to facilities, and payroll as required.
13. Duties for assigned on-campus housing program may include working with Admissions and Registrar's offices to identify student needs and verify student status; making assignments of students to residence halls based on applications, cancellations and petitions; maintaining and modifying computer-based filing system for housing assignments and billing; meeting with and counseling students and residence hall staff, as required, to resolve problems regarding housing assignments and approve and coordinate all room changes.
14. Duties for assigned off-campus housing program may include serving as liaison with local landlords and dealing with landlord/tenant issues; developing and administering a mediation program, with responsibility for all related matters and staff; providing assistance and support in serving needs of commuter students.
15. Participate in institutional professional development and training.
16. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in field appropriate to housing assignment and five years of related experience, or Master's degree and three years.
2. Skill in human relations and counseling.
3. Organizational and supervisory skills.
4. Oral and written communications skills.
5. Computer skills as required by department.

### **Additional Desirable Qualifications:**

1. Knowledge of applicable New Hampshire housing laws.

12/12/05  
System Approval

11/28/05  
Effective Date

\*Revised – original approved 1/15/81 and revised 3/11/85

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**