

Job Description**Residence Life Coordinator - (STA012083)****Organization** H0231 Student Housing & Res Life**Description**

Coordinates the operations of a major area of the Residence Hall, which includes office administration, property management, community development, policy enforcement, programming, and personnel administration.

1. Manages the administrative processes for the facility, which includes room assignments and room changes, contract releases, student files, key control and work orders.
2. Selects, trains, supervises and evaluates administrative staff and student assistants.
3. Plans and evaluates programs and educational and community building initiatives for the student staff.
4. Responsible for on-call emergencies and duty rotation for the campus student population.
5. Enforces Residential Life & Housing and university policies and procedures, rules and regulations.,
6. Counsels students concerning conduct, safety, sanitation or behavior improvement.
7. Provides student leadership development for hall and floor council members through training and mentoring.
8. Maintains daily office hours; ensures high visibility with students and staff at department and university functions.
9. Serves as liaison with other departments to coordinate student leadership and educational opportunities.
10. Performs other job-related duties as assigned.

EEO/AA

Qualifications

Bachelors and 3 years experience

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Requires a minimum of three (3) years of directly job-related experience.

Additional Job Posting Information:

- Department is willing to accept education in lieu of experience.

Salary: 2,992.00 - 3,815.00**Employee Status** Regular/Benefits**Posting Date** Oct 31, 2023

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origin, disability, veteran status, sexual orientation, gender identity or status, and gender expression as required by federal law. Veterans and persons with disabilities are encouraged to apply.

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