AUBURN
Human Resources

Coord, Housing Operations

Job Description

JOB INFORMATION

Job Code	AD59
Job Description Title	Coord, Housing Operations
Pay Grade	SR05
Range Minimum	$36,640
33rd %	$41,530
Range Midpoint	$43,970
67th %	$46,410
Range Maximum	$51,300
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Housing & Residence Life

JOB SUMMARY

Reporting to the Assistant Director, Housing Operations, the Coordinator of Housing Operations coordinates the day-to-day functions of the housing operations unit of University Housing. This includes access management, safety and security, space management, and summer operations. Additionally, this position coordinates the department's fire drills and directly supervises the conference assistance program and support services team. This position may serve in an on-call capacity.

RESPONSIBILITIES

- Coordinates the daily operations of building access management. This includes managing card access to all residence halls for students, staff, campus partners, vendors, and guests and decisions regarding issuing replacement keys and lock changes. Ensures compliance with all security and safety regulations and policies. This includes issuing access appropriately and auditing systems to ensure compliance with applicable policies.
- Coordinates and oversees the department’s safety and security efforts alongside the Assistant Director. This includes managing the residence hall’s fire-drill schedule, coordinating security camera replacement/upgrades, and overseeing the Key Track systems.
- Provides supervision to the Housing Operations Graduate Assistant(s), the summer conference assistant program, and the student worker(s) support services team. This includes recruiting, selecting, training, and evaluating summer camp staff, including graduate students and student workers.
- Coordinates summer camp assignments, check-in/check-out summer camp process, and works directly with each camp's point of contact regarding their summer camp experience. This includes utilizing StarRez to ensure camps are appropriately charged for spaces reserved.
- Serves on the campus-wide event management committee. This includes managing the event spaces controlled by University Housing, reviewing event requests, and making independent decisions regarding approval or denial.
- Acts as the Auburn University Housing point of contact for facility-related issues in the residence halls. Determines when an emergency or temporary room change is warranted based on a facility issue. Makes decisions in the absence of the Assistant Director of Housing Operations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	and	3 years of	Experience in coordinating student housing operations or property management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of best practices of student housing operations related to access management, safety and security, space management, summer or camp operations.	
Knowledge and understanding of NCAA regulations, Americans with Disabilities (ADA), the Fair housing Act (FHA), the Clery Act, FERPA, and HIPPA.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.