AUBURN
Human Resources

Coord, Off-Campus Housing

Job Description

JOB INFORMATION

Job Code	AD97
Job Description Title	Coord, Off-Campus Housing
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:	9/24/2024 2:21:35 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Off-Campus Housing Coordinator supplements the business operations area of housing and provides specialized service to include renter education for the off-campus market for first-year students, returning students, transfer students, & student athletes.

RESPONSIBILITIES

- Responsible for managing and providing updates for information regarding the off-campus website to include regular site audits for accuracy.
- Meets and consults with local property managers on a regular basis to ascertain the status of the off-campus market and provide information to parents and other key stakeholders.
- Meets with city officials on a regular basis to discuss housing plans and other pertinent happenings within the City of Auburn and works to enhance the town and gown relationship. Support Assistant Director of Business Operations and Marketing Graduate Assistant with departmental marketing targeted towards off-campus housing.
- Responsible for implementing annual property manager luncheon and various housing fairs and meetings throughout the year.
- Responsible for creating and executing educational programming centered around off campus property awareness and items to look for when executing a lease.
- Serves as primary liaison with Off Campus Partners (OCP) and local Apartments.com manager to include contract renewal every 3 years.
- Assists Assistant Director of Business Operations and Business Operations Coordinator with customer service and other housing operations functions as needed.
- Assists University Housing with other daily or routine tasks as needed.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 housing or property operations, or business operations to include business administration, customer support, marketing or communications.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of best practices of housing assignments, customer service, and housing trends as well as making sure Housing policies are compliant with NCAA regulations, ADA regulations, FERPA, and HIPAA.	

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.