AUBURN
Human Resources

Coord, Residence Hall Operations

Job Description

JOB INFORMATION

Job Code	EE42
Job Description Title	Coord, Residence Hall Operations
Pay Grade	SR08
Range Minimum	$43,990
33rd %	$52,790
Range Midpoint	$57,190
67th %	$61,590
Range Maximum	$70,390
Exemption Status	Non-Exempt
Approved Date:	2/13/2024 10:03:57 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Property Management, this position is responsible for all occupied spaces within residential facilities that are held in a fashion acceptable to the department and ready at the time of occupancy. This position works directly with all units within Property Management to ensure all preventive maintenance, repairs, and cleaning practices are properly scheduled and coordinated to guarantee smooth transitions between tenants.

RESPONSIBILITIES

- Coordinate with multiple teams within the department to ensure all necessary repairs are completed to residential suites during transitions while also ensuring that all repairs adhere to safety and health inspections including (light fixtures, sprinkler heads, fire extinguishers, etc.).
- Coordinate with University Housing Residents Life to ensure that all Room Condition Forms (RCFs) are completed in a timely manner and accurate fashion.
- Works directly with Property Management leadership and business officers to ensure all applicable charges are applied to residents in a timely and efficient manner.
- Works with Property Management leadership and University Housing Operations to confirm occupancy counts during summer transition periods within residential facilities.
- Provides assistance to the Property Management Project team by providing inspections of buildings, occupied residential suites, or other areas proceeding or following contractor repairs.
- Oversee communications between Property Management teams and student residents ensuring all parties are informed of schedules and repair activities being preformed within occupied spaces.
- Participates in scheduled, or unscheduled, life safety inspections for residential facilities across campus.
- Responsible for the reporting and coordination of applicable charges for any life safety violations, residential hall policy violations, sanitation concerns, fire code violations, or hazardous situations identified during any inspection process of managed facilities.

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

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	
High School Diploma or GED	High School Diploma	and	4 years of	Experience with the inspection of construction sites and occupied residential buildings.	Or
Associate's Degree	Associate's Degree is preferred.	and	2 years of	Experience with the inspection of construction sites and occupied residential buildings.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated knowledge of coordinating teams and working through complex schedules.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

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 temperatures				X	
Hazards					X
Wet and/or humid			X		
Noise					X
Chemical			X		
Dusts			X		
Poor ventilation			X		

Vision Requirements:

No special vision requirements.

Travel Requirements:
None Required