

JOB INFORMATION

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| Job Code | EE42 |
| Job Title | Coord, Residence Hall Operations |
| Pay Grade | SR08 |
| Range Minimum | \$40,100 |
| 33rd % | \$48,133 |
| Range Midpoint | \$52,100 |
| 67th % | \$56,167 |
| Range Maximum | \$64,200 |
| Exemption Status | Non-exempt |
| Date Last Edited: | 2/13/2024 10:03:52 AM |
| Legacy Date Last Edited | |

JOB FAMILY AND FUNCTION

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|--------------------|----------------------------------|
| Job Family: | Student Resources |
| Job Function: | Student Housing & Residence Life |
| EEO Position Group | 64A - Technical/Paraprofessional |

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.

SUPERVISORY RESPONSIBILITIES

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|--------------------|---------------------|-----|---------------------|--|----|
| High School | 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 | And | 2 years of | Preferred. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated knowledge of coordinating teams and working through complex schedules.

PHYSICAL DEMANDS & WORKING CONDITIONS

Vision Requirements:

No special vision requirements.

Travel Requirements:

None Required