
Auburn University Job Description

Job Title:	Coord, Housing Operations	Job Family:	No Family
Job Code:	AD59	Grade 31:	\$31,300 - \$52,100
FLSA status:	Exempt		

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.

Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. May perform other duties as assigned.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No specific discipline.
Experience (yrs.)	3	Experience in coordinating student housing operations or property management.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, and lifting up to 25 pounds.

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

Date: 3/15/2021
