Title: Student Housing Coordinator
Reporting To: Summer Housing Resident Director
Hours/Week: Full-Time: 29 hours/week
Compensation: $15.75/hour; Single occupancy bedroom in air-conditioned apartment with suite/apartment mates (for majority of summer)
Date Range: May 18 - August 17, 2022

Student Housing Coordinator Position Overview:
The Office of Residential Life seeks to create safe, inclusive, and well-maintained living communities. We engage our community members in opportunities to develop spiritually, socially, and academically in the Jesuit, Catholic tradition of the University. We strive to do this through our values of community, inclusivity, learning, faith & spirituality and care.

The Student Housing Coordinator is responsible for working closely with the Summer Housing Resident Director to assist with housing placement of undergraduate and graduate summer students and other internal groups including athletes, academic groups, employee/internship housing, and more. The Student Housing Coordinator will assist with check-in/-out of summer school students and communicate with the welcome center on the needs of check-in/-out for various groups. Student Housing Coordinators will work to verify accurate occupancy records for internal groups throughout the summer and will work most closely with assigning individuals to room spaces and answering inquiries. Student Housing Coordinators will also assist with the Fall early arrival process for returning students.

Student Housing Coordinator Responsibilities:
- Attend coordinator and professional staff meetings Monday-Friday mornings for an overview of projects and tasks within the summer operation group
- Manage all email (student housing BC email) and in-person communication with student housing individuals and groups (and their BC liaisons)
- Create bookings for all students and student groups staying on-campus over the summer through the Options Through Education, College Transition Program, School of Theology & Ministry, other graduate programs, and student employee/internship housing
- Manage housing requests and applications received throughout the summer months
- Coordinate check-in/-out for student housing (session I and II) and other internal groups
- Help manage Fall early arrival applications and bookings through phone and email communication
- Communicate with Finance Coordinator, Prep Crew Coordinators, and Welcome Center Coordinators regarding billing, linen, and access needs for student groups
- Friendly, professional, and courteous interactions with all staff, parents, and students is imperative
- Attend regularly scheduled 1:1’s with supervisor
- Learn and utilize pertinent software which includes StarRez housing database
- Other duties as assigned

Student Housing Coordinator Standard Hours:
- Monday - Thursday 9:00AM – 4:00PM; Friday 9:00AM - 3:00PM
- Lunches are 1 hour in length and are unpaid
- Receive 8 days unpaid Vacation Time; must submit expected vacation time at least three weeks in advance
- Occasional night or weekend check-in/-out assistance for incoming or outgoing groups