SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Coordinator of Student Housing

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To organize, coordinate and monitor a variety of details related to the district's student housing programs for on and off campus housing including the processing of applications, training of staff, and supervision of residents. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class coordinates the processing of housing applications through and including the fee collection process, oversees the day to day policies and procedures governing the operation of residence halls as well as providing training and supervision to staff. This job class also exercises responsibility for overseeing the general safety and supervision of residents. This job class functions at a lead supervisory level of classification.

SUPERVISOR: V.P. of Student Services

TYPICAL DUTIES: ON-CAMPUS

- Determine and carry out the day-to-day policies and procedures for the Residence Halls.
- Direct and supervise the training and performance of the student office secretary and any student housing aides.
- Direct and supervise the training and performance of the classified resident hall staff, and student Resident Advisors.
- Maintain a variety of housing records, forms, and files related to dormitory residents.
- Provide general supervision over the dormitory area and maintain an orderly environment for the residents.
- Maintain cleanliness and good housekeeping practices in the dormitories and commons area.
- Make reports to the Dean of Student Personnel Services regarding infractions of the dormitory rules and regulations.
STTJCCD: Coordinator of Student Housing

TYPICAL DUTIES (cont.): ON-CAMPUS

- Make recommendation regarding rules, regulations, and policies in relation to student housing.

- Write and prepare all licensing materials and information to be distributed.

- Control the occupancy flow in and out of the dormitories throughout the licensed period.

- Perform the job functions of Head Resident as outlined in that job description as assigned.

TYPICAL DUTIES: OFF-CAMPUS

- Determine and carry out the day-to-day policies and procedures for the operation of the student housing service.

- Direct and supervise the training and performance of the student office secretary and any student housing aids.

- Maintain files of various community housing that is available to students.

- Solicit listings for community housing available to students.

- Provides general written and oral housing information as requested from landlords and tenants.

- Maintain files of roommates wanted and available.

- Maintain listings for community housing available to students.

- Provide printed information concerning wise rental practices for landlords and tenants.

- Perform other related duties similar to the above in scope and function as required.
STTJCCD: Coordinator of Student Housing

EMPLOYMENT STANDARDS

Knowledge of:

- District rules and regulations governing students in general, and specifically dormitory residents.
- Office methods, procedures, and practices.

Ability to:

- Understand and follow both oral and written instructions in an independent manner.
- Establish and maintain records and prepare general reports.
- Effectively communicate in both oral and written forms.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Education/Experience:

- A.A. Degree or equivalent.
- One year of experience in a supervisory role in residential living.