

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Residence Life Office Coordinator

EEO CATEGORY: Professional

JOB NUMBER: 9-2226

STATUS & GRADE: E-10

DATE: 10/2003

DEPARTMENT: Residence Life

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor's Degree in Business Administration or related field. One (1) year full-time experience in an office supervisory capacity required. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To provide professional assistance to the Assistant Director of Residence Life in planning, coordinating, and implementing policies and various programs to meet predetermined objectives for the Department of Residence Life. Responsible for the following areas: reservations and assignments to the residence halls and apartments, and student accounts.

SUPERVISION GIVEN & RECEIVED: Reports to and receives general supervision from the Assistant Director. Responsible for supervision of office support staff, including student assistants.

PRIMARY RESPONSIBILITIES: Acts as liaison between the Assistant Director, full-time staff, and students. Responsible for hiring, training, supervising and evaluating support staff. Responsible for the first-line negotiation of terminating student contracts, maintaining accurate records regarding hall and apartment occupancy and food services usage, planning, and coordinating major functions during University events such as registration, orientation, and Saturday @ Sam. Acts as a liaison with other departments such as Computer Services, Administrative Accounting, and other service departments on matters related to Residence Life. Periodically prepares reports related to housing occupancy and reservations. Performs other related duties as assigned.

OTHER SPECIFICATIONS: To assist in implementing all phases of the residence life program. Requires positive public relations skills to effectively deal with other university departments, parents, and students. Serves on weekday/weekend duty on a rotating basis and is available during peak weekends such as opening, closing, and Saturday @ Sam.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.