



# Example of Housing Coordinator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking for a housing coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for housing coordinator

- Post all open student positions, interview, hire and oversee student staff in the Wolman Housing Office
- Coordinate, prepare and utilize the database for mailings to students and parents using I
- Provide administrative assistance to the Assistant Director & Associate Director of Housing however needed
- Communicate to various contacts throughout Homewood campus for yearly updates in the Living at Hopkins Guidebook
- Provide general guidance and counsel on programs, policies, and services
- Serve as a basic information resource to other departments
- Create and implement a strong plan for program growth
- Maintain a positive and strong social media and web presence with the direction and support of the Marketing and Communications team
- Serve as the contact and main customer service point for all incoming inquires for housing needs
- Initiate and execute contracts for all summer groups

## Qualifications for housing coordinator

- Work within the budget provided and recommend appropriate increases as needed
- Actively participate in monthly forecasting

## Summer Conference Housing

- Work closely with Enrollment Management in creating seamless messaging for “seeblue
- Create and maintain summer housing database
- Provide support and guidance to customers through the contract process, including but not limited to, on-site building tours, email communication, and phone conversations