



# Example of Housing Coordinator Job Description

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Our company is looking for a housing coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for housing coordinator

- Assist in other projects in the department as needed throughout the year
- Provides the initial response to departmental, student, family, and administrative inquiries regarding housing assignment policies, the housing assignments process and student status in the process
- Maintains current vacancy listings for the undergraduate housing system
- Serves as the primary data entry and operations staff member for the Odyssey Housing Information System computer program
- Serves as a backup clerical staff and receptionist during breaks, absences, and during peak phone and walk-in-contact periods
- Conduct regular inspections of the student housing facility and student units
- Manages academic year and summer housing assignments and room changes requested through Residence Life, resident move outs, lock change requests, processing room changes that occur as part of room or facility consolidation needs, and managing the break housing process
- Manages day-to-day key and card access support needs for the department
- Research and reconcile housing application fees and prepayments collected through Housing Operations and University systems
- Respond to escalated parent and student concerns, coordinate with other housing supervisors to research issues and provide follow up

## Qualifications for housing coordinator

- The Residential Coordinator will also be required to live in the residence hall 12 months per year

- Answers calls, returns e-mails and voicemails
- No Shows and Late Cancels daily
- Reviews and audist third parties and consolidate
- Collaborate with the Business Operations Coordinator (BOC) on steps involved with the Daily Deposit Reconciliation