



Example of Housing Coordinator Job Description

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Our company is growing rapidly and is hiring for a housing coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for housing coordinator

- Act as a representative of the Business Management group in the assigned HRL neighborhood
- Provide backup support to the BOC and/or the BFM as assigned by the Director of Housing Services and Finance during periods of high personnel turnover or periods of leave/absence
- Actively support and comply with all university policies, HRL regulations, and departmental vision and goals
- Develop and maintain positive working relationships with other University departments (i.e., General Accounting, Fiscal Services, Parking Services, Meal Plan Office, Cash Office/Treasury Services, Purchasing, Accounts Payable, Transportation Services, University Life)
- Perform other duties as assigned by the BFM, the Housing directors or the Chief Housing Officer
- Represents/speaks on behalf of University Housing at various Admissions/recruiting events for students/parents throughout the year
- Effectively working with Event Managers to ensure the details of the client events are fully covered, attend pre-convention meetings
- Provide outstanding customer service when working on booking details with clients for group and individual reservations
- Confirm, code, and process reservations in the reservation tracking system
- Ensure receipt of necessary contracts and insurance documentation for external vendors

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- Bachelor's degree in accounting, finance, and/or management, or a closely related field
 - Educational background including a major in some aspect of higher education, preferably in student personnel, counseling, or administration
 - Family Educational Rights and Privacy Act (FERPA) certification
 - Must have knowledge and experience with Microsoft Office Software Package and Conference Programmer
 - Efficiently manage day to day administrative tasks
 - Ability to work in a fast paced environment and keep a high level of customer service