

NOTICE OF VACANCY



November 18, 2021

Housing Facilities Coordinator Student Services

SALARY: \$32,00.00 - \$35,000.00 (Plus a designated place to stay on Campus)

BENEFITS: Excellent fringe package includes pension plans and life, health, dental and vision insurance.

STARTING DATE: Negotiable

RESPONSIBILITIES:

The Housing Facilities Coordinator is a full time, twelve (12) month live-in position that will serve as primary facilities coordinator of the residential facilities on campus while also serving as part of the university housing on call rotation. The Housing Facilities Coordinator is responsible for helping facilitate a safe, comfortable, fun, inclusive and positive community in the residence halls largely through their work in coordinating the upkeep of facilities, management of residential summer camps & conferences, key management, etc. Housing and Residence Life is a department within Student Services under the leadership of the Dean of Students within the Division of Student Success & Human Resources.

ESSENTIAL JOB DUTIES & TASKS:

- Manages the day-to-day operations through maintaining a safe, healthy, inclusive, welcoming, culturally sensitive, and comfortable living environment. Conducts regular walk-throughs of the buildings to check for facility issues.
- Serves as part of the evening and weekend on-call rotation team.
- Processes building maintenance work order requests. Maintains records of all maintenance requests.
- Coordinates Health and Safety inspections and regularly scheduled maintenance in each housing facility throughout the semester.
- Maintains an accurate key inventory, recording keys as they are signed out and returned, and submitting orders for new keys when needed.
- Coordinates summer conference and camps housing.
- Plans, manages, and coordinates various annual housing processes including resident arrivals and departures, applications, room changes, and assignments in conjunction with other housing staff,
- Assists with special events such as Student Services events, New Student events, campus traditions, and large campus events. Serves on departmental, divisional, and campus wide committees and completes administrative tasks and projects as assigned.
- May be responsible for the overall administration and operation of one or more residence halls as needed
- Other duties as assigned.

The Housing Facilities Coordinator serves as a professional staff member on the Residence Life weekend and nighttime duty on-call rotation as well as assisting in emergency response and crisis intervention. This position may require lifting and moving of objects. This live-in position will require flexible hours, a team building attitude and a sincere desire to work with students in a small public liberal arts college environment. This position is considered essential personnel, and is required to work during critical situations, including days when the university may be closed.

QUALIFICATIONS:

Required:

- Bachelor's degree is required
- Strong organization skills
- Customer service oriented/Student Centered
- Effective interpersonal and communication skills

Preferred:

- Residence Life and/or Student Affairs experience

TO APPLY:

Send a completed USAO application (available at <https://usao.edu/about/personnel.html>), letter of interest, detailed résumé, unofficial copies of college transcripts, and the contact information including e-mail addresses for three references, to hr@usao.edu. You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

Application review begins **December 6, 2021** and will continue until position is filled.

Employment is contingent upon the results of a national criminal and sex offender background check.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.