

HOUSING SPECIALIST

GENERAL STATEMENT:

Supervises, monitors, and manages all aspects of a college residence hall. Responsible for ensuring that residential students are safe, adhering to college residential policies, and are provided residential programs designed to enhance student growth and development through a community atmosphere. The Housing Specialist is responsible for working with housing coordinators and ensuring that maintenance requests are processed and repairs are completed for all college residential halls. The Housing Specialist will be responsible for designated housing specific administrative duties.

REPORTS TO:

Director of Student Housing/Judicial Officer

OCCUPATIONAL GROUP:

Clerical/Staff

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree required; Bachelor's degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years related work experience in campus housing or residential life.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Assist the Director of Housing with supervisory responsibilities for all campus residential halls as needed.
- Coordinate housekeeping, complete maintenance requests for necessary repairs in all residential halls.
- Complete room checks and periodic walk through.
- Develop and implement residential life programs and services.
- Monitor student activity and camera monitors.
- Report violations.
- Respond to emergencies and requests.
- Conduct residential hall meetings.
- Complete paperwork on residents including check in, checkout and reservations.
- Enforce College and residential hall rules and regulations.
- Coordinate housing for summer sessions
- Coordinate housing for summer camps
- Input housing information into the computer system as necessary
- Assist in updating /monitoring the Housing website
- Adhere to TVCC policies and procedures.
- Attend student programs and events and ensure open lines of communication with residents.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to work irregular hours.
- Nights and weekend work required.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 8/9/17

JD727