

## **Coordinator, Housing and Residence Life**

### **Job Code 50012233**

#### **General Description**

Responsible for coordinating all aspects of the Residence Life summer programs, conferences and the marketing program.

#### **Examples of Duties**

Negotiate with conference sponsors to determine needs and housing eligibility.  
Supervise and oversee the work of staff.  
Develop policies and procedures manual for conference sponsors.  
Evaluate and enhance the conference program.  
Manage various financial accounts.  
Negotiate space requirements.  
Manage and direct the training of staff.  
Direct and develop the implementation of the marketing plan.  
Determine target populations and utilize marketing strategies.  
Develop presentations to recruit students to campus housing.  
Develop and enhance publications.  
Develop recruitment strategies for professional and student staff.  
Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Marketing strategies; policy and procedure development; publication preparation.

**Skill in:** Supervising and overseeing the work of others; coordinating several events at a time; training staff and others; directing the development of marketing plans; determining target populations; developing and enhancement programs.

**Ability to:** Negotiate and communicate with others; evaluate programs; develop policies and procedures.

#### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

#### **Other Requirements**

Bachelor's Degree