Area Coordinator - Apartment Living

Definition of Class
This is a supervisory position in which the incumbent frequently exercises discretion and independent judgment in overseeing the operation of apartment complexes on campus. This includes Campus Walk, the Village and Northgate Apartment operations. Incumbent reports to the Associate Director Student Housing/Residential Life.

Examples of Work Performed
Provides guidance and supervision to student and professional staff.

- Develops policies and procedures to maintain and enhance security in the parking and activity areas of apartment complexes.
- Provides risk management training to staff and coordinates inspections with maintenance staff to identify areas of risk.
- Oversees negotiation and administration of vendor contractual obligations in apartment areas.
- Assigns students to apartments and provides mediation when conflicts arise with roommate assignments.
- Conducts judicial operations in Apartment areas. Appropriately confronts and handles discipline procedures for students.
- Works cooperatively with the Dean of Students Office to handle resident discipline procedures.
- Develops and implements programs to enhance community relations and sense of belonging in the apartment areas.
- Creates incentive programs, website pages, and various promotional materials to increase apartment occupancy.
- Serves as a core member of the Housing and Residence Life Management team.
- Serves on-call for crisis management situations.
- Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages the daily operations and supervision of staff for Campus Walk, The Village and Northgate Apartments.
2. Coordinates the development of marketing activities for promotion of apartment areas.
3. Administers risk management/loss prevention programs.
4. Coordinates student programming and judicial sanctioning.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear and use hands to finger, handle or feel objects tools or controls. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Bachelor’s degree from an accredited college or university.

AND

Experience: Two (2) years of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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