Coordinator of Housing Assignments

Definition of Class
This is a professional position in which the incumbent assists in the coordination of the housing application and assignment processes for Student Housing. Incumbent serves as a liaison for assignments and makes decisions by exercising discretion and independent judgment. This position reports to the Assistant Director for Housing Assignments.

Examples of Work Performed
Assists in the coordination of the initial housing assignment process for first year, returning, and new students including waitlist management.

Monitors and reports application numbers.

Serves as liaison with students, families, University faculty and staff, and community regarding complaints, questions, and other assignment matters via telephone, electronic communication, and in-office visits.

Trains department and University staff on policies and procedures related to student assignments.

Works with University constituents in coordination for special housing placements to include but not limited to medical requests and accommodations, Department of Athletics, Chancellor’s office, and residential learning communities accommodations.

Manages the application and assignment process for summer sessions.

Assists in managing room change request processes and policies.

Assists with administration of the housing management software for web applications.

Reviews and edits departmental communications related to assignments processes and policies.

Assists the Associate Director of Operations and Assistant Director of Housing Assignments as needed.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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. Assists in the coordination of the housing assignment process for the department.
2. Coordinates Summer housing assignments and room change processes and policies.
3. Serves as a liaison to constituents as it relates to housing assignment policies and procedures.

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 sit; stand; walk; and talk and hear. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelors Degree from an accredited four-year college or university.

  AND

- **Experience:** Six (6) months 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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*The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment*