Senior Housing Clerk

Definition of Class
Incumbent is responsible for processing housing assignments, billing, and performing advanced clerical duties involved in the administration of the student housing office. Work is done under the general supervision of the Associate Director.

Examples of Work Performed
Coordinates the assignment of students to various housing areas; maintains housing applications and assignment records; receives deposits and processes refunds when appropriate.

Prepares, types, distributes, and files maintenance requests.

Prepares monthly and semester billings for rent and utilities and calculate into different accounts.

Coordinates charges to individuals for damages to housing facilities.

Performs advanced clerical duties involved in the administration of a student housing office, including processing various office materials, rental agreements and housing policies, and background checks.

Counsels residents to settle disputes.

Investigates welfare complaints and refers to appropriate officials.

Acts as a liaison between the International Office and Student Housing Office.

Prepares monthly and semester billings for rent and utilities for all apartments and trailer lots.

Responsible for inspecting and maintaining housing facilities.

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. Coordinates the assignment of housing which includes maintaining applications and assignment records; preparing monthly and semester billings for apartments and trailer lots; receiving deposits and processing refunds when appropriate.

2. Inspects housing facilities and charges individuals for damages as necessary.
3. Performs clerical duties associated with the administering of the student housing office.

4. Investigates welfare complaints.

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 10 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 regularly required to use hands to finger, handle or feel objects, tools, or controls; and to reach with hands and arms. The incumbent is occasionally required to sit; and to stand or walk.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

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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