

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: PT, 12 months	Title	HOUSING ASSISTANT
Revised: 07/01/08	Department	STUDENT SERVICES
Level: Range 3	IPEDS	CLASSIFIED – CLERICAL
FLSA: Non-Exempt	Reports to	CAMPUS LIFE COORDINATOR

POSITION SUMMARY

The Housing Assistant helps the Campus Life Coordinator with coordination of housing, write ups, and rotation of on-call weekends. The Housing Assistant will initiate the housing assignment process, and assist the Coordinator with demographic and statistical reports and other miscellaneous duties. The Housing Assistant will also perform duties following specific guidelines for the purpose of promoting the safety of residents and assist with monitoring the physical facilities as needed.

MAJOR FUNCTIONS

1. Assure the accuracy of records by supervising and assisting in the computing and processing of applications, rate changes, room changes, meal plan changes, pay plan changes, roommate requests, residence hall preference changes, contract terminations, and check-outs for students during each semester and the end of the academic year.
2. Supervise the security of funds received by placing them in a secure location within the department, supervising the balancing of deposit reports, the coding of money for deposit into appropriate accounts, and the delivery of monies to the Cashier's Office, and preparing a monthly summary to the Coordinator of deposits, forfeits, refunds, and the number of students by residence hall, meal plan, and pay plan.
3. Provide the Coordinator of Student Life with statistical information and reports, including contracts received, daily student count, cancellations by residence hall, residence hall transfers, food service report, student classification report, end of semester occupancy report, etc.
4. Assist with the supervision of RA's and monitoring of staff performance of safety duties which include monitoring door access, the fire alarm system, and residents and guests entering the building.
5. Assist RA's and the Coordinator of Student Life with written documentation of incidents, maintenance or custodial needs, and any infractions of policies and regulations.
6. Assist with the responsiveness to emergency situations and other covered incidents by expediting communication to appropriate departmental or College staff.
7. Assist the Coordinator with assessing student needs and concerns by the use of standardized survey techniques or instruments.
8. Support the operations of the housing office by performing some receptionist functions, as instructed, including telephone service and clerical work.

9. Remain competent and current through self-directed professional reading, attending professional development courses, and attending training and/or courses required by the Coordinator and Dean of Students.
10. Promotes a positive image of service to the students by communicating effectively in response to questions, concerns, or emergencies.
11. Support the overall success of the Department of Student Life by performing all other essential duties as assigned by the Coordinator.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE REQUIRED

1. Two years of experience with general accounting, data information systems, and handling of currency is required.
2. Associate Degree or equivalent preferred.
3. Proficiency in the use of electronic spreadsheets, databases, and word processing applications is required; proficiency in the creation and use of queries is preferred.
4. Effective oral and written communication skills, time management skills, interpersonal skills, and minimal supervisory skills are required.
5. Proven ability to communicate effectively and follow instructions. Ability to confront policy violations and handle such confrontations appropriately. Ability to complete routine office procedures, including filing, answering the telephone, and checking out equipment. Ability to interact with students effectively.
6. Abundant knowledge of current residence, student organization, and student life issues, theory, and practice. Strong foundation of Student Services and ample experience in residence life are required. Familiarity of the law as it relates to residence life; best practices in student housing and trends in the field are preferred
7. Ability to plan, organize, and implement responsibilities effectively.
8. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public, especially ability to related to high school or college-age students.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

Ability to use computer programs to aid in completion of duties as needed, and specifically:

1. Ability to operate a personal computer using the Windows environment.
2. Ability to understand operating a personal computer within the Crowder College Network environment.
3. Ability to use Email.
4. Ability to perform basic Jenzabar functions.

5. Ability to perform basic word processing using MS Word.

POSITIONS SUPERVISED

Assist with supervision of Head Resident Assistant, Resident Assistants, and work-study students.

WORKING CONDITIONS

1. Generally indoors but requires performance of tasks both indoors and outdoors. Exposure to temperature changes, noise, dust and chemicals are possible when working in residence halls.
2. Schedule must be flexible due to the requirements of a residential setting, and will require a rotation of weekend or evening hours with coordination of the Campus Life Coordinator and Resident Assistants.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Although upon occasion sedentary work is involved, mobility within the residence halls, the campus and the various sites is to be expected.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, lift, stoop, kneel, crouch, push or pull; and see, speak, and hear.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.