



POSITION: Full-Time Housing Coordinator

SUPERVISOR: Dean of Students

DESCRIPTION: The Housing Coordinator is responsible for overseeing the effective administration and development of the Criswell Housing Program, working closely with the Dean of Students to engage and serve the residents who live in the dorm.

SALARY: Commensurate with experience and includes housing.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. The Housing Coordinator is expected to live in the assigned residence in the Residence Hall provided by the college.
2. Process and maintain Housing paperwork and files
3. Oversee roommate placements
4. Act as a liaison between Criswell and dorm
 - a. Ensure rent is paid in a timely manner
 - b. Maintain tracking system of keys, remotes, and other dorm property
5. Supervise Resident Assistants (RAs)
 - a. Select
 - b. Train
 - c. Guide
6. Oversee Resident Assistants' counsel of students and arbitrate housing conflicts
7. Enforce Housing Handbook and handle disciplinary issues
8. Foster an environment in which community can grow and thrive by means of:
 - a. Housing Events
 - i. Spiritual
 - ii. Educational
 - iii. Social
 - b. Community Meetings
 - c. Community Projects
9. Complete move-in and move-out inspections with the help of Resident Assistants
10. Communicate to residents as directed by the Dean of Students
11. Organize and oversee use of public facilities
12. Other duties as assigned by the Dean of Students

MAINTENANCE RESPONSIBILITIES:

1. Walk every floor and stairwell weekly to check lighting, flooring, laundry rooms, lawn care, parking lot repair, etc. Submit work orders to the Facilities Department for any needed maintenance or custodial service.
2. Straighten up common spaces as needed during weekly walk-through.
3. Receive maintenance requests from residents' work order system. Once the request is confirmed, forward maintenance request to the Facilities Department
4. If a resident reports a power failure that is limited to his/her apartment, check the circuit breakers. Report the power outage as an emergency if the outage is not due to a tripped breaker.
5. If resident reports a clogged drain, attempt to clear the clog with a plunger. If that fails, report it to the Facilities Department as a high priority maintenance request.
6. Act as first responder to water leaks after placing a high priority maintenance request with the Facilities Department and Custodial Services. Assist with control of leak and the clean-up process.
7. Notify the Housing Office of any emergency and action taken.

POSITION SPECIFICATIONS AND KEY COMPETENCIES:

- Bachelor's degree
- Residential management experience
- 2 years of administrative experience
- Strong interpersonal/communication skills
- Strong administrative abilities
- A desire to see the ministry of the dorm as your personal ministry
- Knowledge of light maintenance skills
- Experience in organizing social activities
- Proficiency in Microsoft Office Suite

CONTACT: Interested parties should submit a cover letter and resume to

Luis Juárez, Dean of Students
4010 Gaston Avenue
Dallas TX 75246-1537
ljuarez@criswell.edu