The college is accepting applications for the following full-time professional position:

**Assistant Coordinator of Housing**

The Assistant Coordinator of Housing works collaboratively with the Coordinator of Housing and is responsible and accountable for on-campus student housing on a daily basis. This position will provide leadership and management for the housing office. The Assistant Coordinator will work collaboratively with the Coordinator regarding the responsibility and accountability for all aspects of student housing, including around-the-clock oversight and supervision.

The Assistant Coordinator is required to live on campus in the college apartments, with the apartment and appropriate utilities (gas, electricity, cable, internet and business cell phone) provided by the college. Associate’s degree or three years housing experience is required; Bachelor’s degree is preferred.

Salary is competitive. Excellent fringe benefit package including, but not limited to health, dental, vision, and life insurance; vacation, sick, and personal leave; and the Missouri Public School & Education Employee Retirement System. Complete applicant file will include the Three Rivers College application form (available at trcc.edu/employment), resume with names/phone numbers of three references, copies of all transcripts, and cover letter explaining interest in the position and in working at Three Rivers College. Review of completed applications will begin immediately and continue until appointment is made. Incomplete files will not be acknowledged or reviewed. We do background checks; E-Verify participant.

To apply, submit all requested material to:
Human Resources
Three Rivers College
2080 Three Rivers Boulevard
Poplar Bluff, MO 63901
Phone: 573-840-9695
Fax: 573-840-9186
Email: humanresources@trcc.edu

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trcc.edu
THREE RIVERS COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION: Assistant Coordinator of Housing
DEPARTMENT: Student Success
CLASSIFICATION: Professional/Administrative
FLSA: Exempt
IPEDS: Other Professionals (2B2); SOC 11-9199 Managers, All Others
REPORTS TO: Director of Enrollment Services

POSITION SUMMARY:

The Assistant Coordinator of Housing shall be appointed by the trustees upon the recommendation of the President. The salary and term of office shall be fixed by the Board of Trustees upon the recommendation of the President. The Assistant Coordinator of Housing also works collaboratively with the Coordinator of Housing and is responsible and accountable for on-campus student housing on a daily basis and to provide leadership and management for the housing office. The Assistant Coordinator of Housing is required to live on campus in the College apartments, with the apartment and appropriate utilities (gas, electricity, cable, internet and business cell phone) provided by the College. Because the Assistant Coordinator of Housing has a 24-hour/day responsibility when any apartment is occupied, some holidays may have to be taken at other times, and all absences must be approved in advance by the Coordinator of Housing with plans for coverage in place.

ESSENTIAL FUNCTIONS:

1. Serve as a contact in a 24-hour duty rotation schedule with the Coordinator of Housing including weekdays, weekends and holidays throughout the calendar year. Offer consultation and guidance to RAs on call. Respond in person when necessary. Assist the Coordinator of Housing with the responsibility and accountability for all aspects of on-campus student housing, including around-the-clock oversight and supervision.
2. Assist the Coordinator in providing leadership, developing strategic initiatives and regularly setting goals for the housing office that support institutional persistence and assessment. This includes providing leadership, supervision, and oversight of the RAs as deemed appropriate.
3. Collaborate with the Coordinator in the process to hire, train, evaluate and supervise a team of Resident Assistants and College Work Study Students.
4. Collaborate with the Coordinator and other staff on all major office initiatives (new forms, new software, training initiatives, etc.)
5. Create a community living environment that fosters academic success, respect, support and positive interaction. Know residents individually and intentionally maximize those relationships to support student success.
6. Assist the Coordinator to manage and account for funds allocated to department programming, events, and initiatives to ensure the department budget is responsibly managed.
7. Serve as a liaison to Communications to ensure the Housing web site is maintained, accurate, and informative to current students, prospective students, and families.
8. In collaboration with others, publicize and enforce all rules, regulations and procedures specific to on-campus housing.
9. Work closely with campus safety in appropriate monitoring of student apartments, common areas and grounds.
10. Facilitate the room assignment process for all students. Maintain accurate directory of all apartment residents and provide occupancy and other appropriate reports. Ensure that all students have up to date housing contracts and emergency contact information on file. Update all records to reflect cancellations and student room changes. Communicate with students and parents regarding housing placement, concerns and issues.
11. Accurately input student housing information into the college system for correct billing.
12. Collaborate with the Disability Services Coordinator to ensure appropriate housing accommodations are effectively addressed.
13. Respond to unexpected situations such as disputes between students, violations of College policies by students, medical or other emergencies. In cases of illness or injury, ensure that established procedures are followed and students have access to appropriate care. Intervene in and document, when appropriate, student behavior which is inconsistent with college policy or disruptive to the campus community. Determine and implement corrective action, which may include mediation, counseling, or referral to the College’s student conduct process. Assist students experiencing personal difficulties through consultation and/or referral to other resources. Report significant discipline problems immediately to the Director of Enrollment Services.
14. Oversee the development and implementation of a variety of social and educational programs for resident students that will educate and inform students, and will foster a sense of community and belonging.
15. Assist with inventories of furniture and equipment of both residential and common areas of Rivers Ridge Apartments.
16. Assist in implementation of work order system. Perform regular inspections of facilities and contents to ensure they are properly safeguarded and maintained.
17. Supervise resident assistants as assigned.
18. Participate actively in student recruitment activities and in the expansion of efforts to market on-campus student housing. Participate in the new student orientation program as appropriate.
19. Participate in professional organizations and development activities as appropriate.
20. Contributes to the overall mission of the college by performing all other duties and responsibilities as assigned.

**JOB REQUIREMENTS:**
Education: Associate’s degree or three years housing experience required, bachelor’s degree preferred.
Skills:
- Strong verbal and written communication skills to facilitate interaction with students, parents, faculty and staff, and other internal and external constituencies of the College.
- Ability to manage multiple tasks and handle sensitive information while maintaining the highest level of confidentiality.
- Ability to represent the college effectively in external settings.

EQUIPMENT TO BE USED:
Ability to operate computer and relevant software as well as standard office equipment.

TYPICAL PHYSICAL DEMANDS:
Night and weekend work required;
Travel is required;
Direct and respond to fire alarms and other emergencies;
Ascend and descend multiple flights of stairs, especially in cases of emergencies.

POSITIONS SUPERVISED:
Resident Assistants
Work Study Students

Signatures:
I have read and reviewed the above descriptions with my supervisor.

______________________________  __________________________
Employee Signature               Date

______________________________  __________________________
Supervisor Signature              Date

(06/2014)