JOB DESCRIPTION

TITLE

Coordinator, Facilities University Housing & Residence Life

JOB SUMMARY

The Facilities Coordinator will assist with administrative functions associated with facility operations for the residence halls. The position assists with the readiness of all residence halls, the needs of summer camps, conferences, and security of all residential facilities. Work is performed under general supervision and the performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Housing Facilities

Supervises: Supervise Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Works closely in the day-to-day operations with the Assistant Director for Housing Facilities.
- Understand and supports residence halls staff and custodians with facilities/operational procedures.
- Meets weekly with residence hall Custodians Leaders.
- Oversees ordering and stocking of supplies needed for maintenance and cleaning as needed.
- Monitors Housing maintenance requests.
- Assists with troubleshooting and follows-up.
- Conducts weekly inspections of residence facilities focused on risk management, cleanliness, safety, maintenance and sustainability. Provides recommendations as needed.
- Conducts monthly key audits.
- Assists with facility preparation in the residence halls and apartment complex including opening weekends and on-going day-to-day facility needs.
• Coordinates the recycling and sustainability efforts in the residential facilities.
• Works with the Housing & Dining and Conference Services staff ensuring that all residential facilities are prepared for the University’s summer camp/conferences operations.
• Supervises Summer Conference Student Cleaning Crew.
• Assists with Safety Week, Fire & Severe Weather drills, and semester Health & Safety inspections.
• Assists with Maintenance Assistant selection and training.
• Attends, participates in, and provides support to all training, in-services, staff retreats, departmental or supervisor staff meetings, and or University committees or task force as requested.
• Trains residence life staff on facility maintenance, short term facility response, and troubleshooting.
• Coordinates vendor visits to the halls when outsourcing is necessary.
• Participates in on call duty rotation.
• Ensures compliance with all safety codes.

**ADDITIONAL DUTIES**

• Performs other duties as requested.

**EDUCATION**

Bachelor’s degree required.

**EXPERIENCE**

One year of related experience in residential life including live-in experience and housing facilities.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. Valid driver’s license issued by the State of Texas and a safe driving record such as required to attain Driver’s Authorization through the university. Must be insurable.
KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Demonstrated commitment to inclusiveness and diversity.
- Knowledge of organizational behavior and student development practices and procedures used in residence halls.
- Ability to organize and coordinate work effectively, handling administrative details independently.
- Knowledge of University and Housing operating procedures and policies.
- Ability to plan, organize, and supervise staff.
- Ability to work effectively with students, parents, and quests of the university.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to plan, execute and evaluate activities to reach long and short-term goals of the department and the university.
- Effective organizational and time management skills.
- Ability to personally evaluate multilevel residence hall facilities, which includes walking stairs and visually inspecting buildings.
- Ability to communicate effectively – orally, by phone, in person, and in writing.
- Ability to work and cover during holidays, university vacations and break periods.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Must be able to lift up to 50 pounds. Must be able to work and cover during holidays, university vacations and break periods.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ___________________________ Date: ____________

Employee Printed Name: __________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.