Bloomfield College is seeking an innovated, highly motivated, and driven Housing Coordinator for the Office of Residential Education & Housing. This position reports directly to the Director of Residential Education & Housing, Student Affairs, and is responsible for overseeing all aspects of campus housing, which includes the room assignments and billing of 600+ students. It also includes the planning, coordination and implementation of all aspects of the housing assignment processes for freshmen, upperclassmen and international transition program students. This position will also provide the Director with ongoing analysis and data of occupancy/vacancies including trends and forecasting of future terms. The Housing Coordinator needs a strong understanding of database management practically Datatel, Colleague, and Banner. The Housing Coordinator will be involved with the development and implementation of the freshmen housing assignment process and upperclassmen room selection process. Ongoing involvement in data analysis and online process development will be required.

Additionally, the Housing Coordinator with develop and maintain the operations calendar, which includes assisting in managing all assignment cycles during peak periods during the academic year. The Housing Coordinator will become the department’s liaison for specialty populations such as (but not limited to) Athletics, ITPS, Disability Resource Center, Summer Conferencing/Housing, etc. The Housing Coordinator must possess enthusiasm for higher education and a commitment to the mission and goals of the College through their dedication to customer service. The Housing Coordinator provides indirect supervision and management to the resident directors, graduate assistant and resident advisors. This position carries significant responsibility because of the critical need to ensure a standard of excellence in customer service for students. The Housing Coordinator serves as a College retention agent by reaching out to and assisting students who are having difficulties in housing or contemplating leaving the College.

The Housing Coordinator position serves on a crisis management duty rotation and is also responsible for assisting the Director with the overall management of the department and attends to all major Residential Education events/meetings in the absence of the Director.

**The Housing Coordinator responsibilities include but are not limited to the following:**

- Manage all aspects of the housing assignments process which includes waitlist, single request, ADA accommodations, withdrawals and room changes.

- Ensure that the billing administration and damage charges for all residents are completed on a semester basis.

- Coordinates and manages all room change process and withdrawal process in collaboration with the building Resident Director.

- Maintains and provides housing statistical data each semester including administering the Spring Intent process to retain for the Fall as well as the annual residential Student Opinion Survey.

- Responsible for the development and implementation of the Spring Housing Selection Process.

- Assists the Director with Open Houses, New Student Registration Days and other Campus-wide events when necessary.

- Supervises building(s) openings and closings at the beginning and end of each academic year, scheduled break periods and summer conferences.

- Maintain an accurate inventory of all keys, equipment, supplies, and furniture within the residence halls.

- Requests maintenance and custodial repairs and insure their completion in a timely manner.

- Prepares all required reports, records and evaluations promptly and accurately as assigned.

- Establish and maintain a positive working and collaborative relationship with Residence Life Central Office Staff, custodial staff, physical plant staff, and staff from other offices and departments within the Division of Student Affairs and the College.

- Regularly participate in campus events which may include speakers, programs and late night/weekend campus events.
Participate in rotation of on-call responsibilities for the Office of Residential Education and Housing.

Complete other assignments and duties as assigned by the Director of Residential Education and Housing or his/her designee.

**Qualifications:** Bachelor’s degree with at least three years’ experience working in Residence Life required; Master’s degree in Student Personnel, Education, Counseling, or Higher Education preferred. The position requires excellent written and verbal communication, organization, customer service problem solving skills and supervisory skills with a commitment to student development. Candidate must have expertise in data entry, report and data analysis, advising of diverse student groups and working with minority, non-traditional and international students. Individuals who are able to work in a continuously changing organization and are highly motivated are best suited for this position.

Interested candidates should submit a letter of interest, resume and three references with full contact information to residence_life@bloomfield.edu no later than June 18, 2014.

Attn: Housing Coordinator of REH Committee
Bloomfield College
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