

California State University, Fresno Foundation

COORDINATOR, HOUSING OPERATIONS – FRESNO STATE STUDENT HOUSING JOB ANNOUNCEMENT #22-407

POSITION & SUMMARY:	<p>Full-time, benefited position for Fresno State Student Housing through the California State University, Fresno Foundation. The Coordinator of Housing Operations is responsible for the day to day operation of the 24 Hour Customer Service Desk, Computer Lab and Mail Services. This position oversees the recruitment and fulfillment of the licenses for the property. They also provide assistance to the Director of Housing on a variety of routine and often confidential issues involving department policies, customer service, and general operations of the Housing department.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Director of Housing, the Coordinator will be responsible for the following functions. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Administer applicant filing system, data entry, application processing, mailing of correspondence, and housing waiting list • Compile housing application activity using reports and spreadsheets • Assist customers with housing application, residence hall selection, hall amenities, and completion of required documents • Liaison with campus departments regarding their students and applying for housing • Assist in resolving issues with parents, guardians, residents, faculty and staff with conflict they experience with Student Housing • Maintain the log for petition’s related to cancellation’s and rejections • Coordinate and process paperwork for the Room Swap and Room Changes. • Conduct room assignments and coordinate administrative based room changes • Recruitment, selection, orientation, training, supervision, and evaluation of applicable staff members • Develop and implement continuous training designed to attract and retain student assistants in Student Housing • Draft operating procedure manuals for various positions, as assigned • Process new hire student employee paperwork in several Housing areas • Maintain payroll system (KRONOS) for employees in Student Housing • Maintain local personnel files and employment processing logs. • Process / forward paperwork, as appropriate, for work related accidents and injuries. • Assist in creating and incorporating administrative forms for Student Housing. • Draft letters, memorandums, and general correspondence for the Director • Participate in weekend events such as Student Housing Job Fair, University Preview Day, University Open House, and Student Housing Fall and Spring Residence Hall openings, and others as assigned • Maintain calendar for Director and schedule/coordinate meetings for housing needs • Act as liaison for housing with the Auxiliary Information Technology department in managing and overseeing the computer lab and pay for print system • Attend conferences, campus committees and board meetings as directed • Work with campus representatives, to assist in the implementation of maintaining resident records on the university system • Serve as a 24 hour on-call professional, when directed • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High school diploma or equivalent required

	<ul style="list-style-type: none"> • Two (2) years related experience • A Bachelor's Degree from a four (4) year college or university preferred
SALARY/BENEFITS:	\$21.15 - \$23.55 per hour, DOE. Salary will be commensurate with education and experience. Benefits include medical, dental, vision, 401K and life insurance; vacation, sick leave and holiday pay.
FILING DEADLINE:	Application review begins December 19, 2022; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.