

## **Coordinator of Housing: Duties and Responsibilities**

The Coordinator of Housing is responsible to the Assistant Director of Admissions/Assistant Registrar. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.09 & Texas Education Code 51.215)**

Specific Duties Include:

1. Foster and maintain an environment throughout housing that is conducive to learning and in accordance with the College's mission.
2. Serve as a liaison with:
  - a. Vernon College Business Office for billing and collections
  - b. Vernon College Information Systems and Technology for internet and housing technology needs
  - c. Vernon College Athletics for move-ins and check-outs
  - d. Vernon College Police for security
  - e. Vernon College Maintenance for repairs
  - f. Great Western Dining for student-centered food services
  - g. Vernon College Student Success for mental health interventions
3. Ensure that resident students maintain an orderly environment and proper decorum through example and leadership.
4. Manage use, upkeep, and replenishment of all on campus living common areas (e.g., basement, lobby, laundry area).
5. Host the Vernon Campus ChapsLEAD program in cooperation with the Wichita Falls ChapsLEAD designee.
6. Travel with select students to Austin, Texas, biannually to Community College Day at the Capitol.
7. Serve as a resource for student residents as they navigate independent living for the first time, and connect them with Student Success Specialists when appropriate.
8. Advise the Dean of Student Services in all matters related to student resident discipline, including written narratives of Student Resident Handbook or Student Handbook violations.
9. Conduct facility condition assessments, including monthly inspections of all Vernon College Student Housing rooms with the assistance of Resident Assistants and Assistant Coaches.
10. Coordinate "on-call" schedules to ensure a Student Residence staff member is available at all times.
11. Provide annual feedback to the Dean of Student Services for updating the Student Residence Handbook.
12. Deliver and document Resident Assistant and Assistant Coach housing training each semester through an annual meeting.
13. Distribute mail and packages to the student residents.

14. Function as a team member of the Division of Student Services professional staff in the development and implementation of processes necessary to accomplish the goals and philosophy of the division and the College.
15. To assume other responsibilities on assignment by the Assistant Director of Admissions/Assistant Registrar, Vice President of Student Services, and the Vernon College President.

Revised 4/19, 6/26