

# Westmont College

## **Assistant to the Housing Director (40 hrs./wk., Temporary through June 30, 2010)**

### **Housing Office**

**POSITION SUMMARY:** Assists the Housing Director in field and office operations, with primary responsibility for field operations, and coordinating facility repair and renewal projects with Physical Plant staff.

**QUALIFICATIONS:** A BA/BS degree is required. Desired skills include: proficiency using Word & Excel, and developed oral and written communication skills. Must be able to strategize, organize, and implement effective, efficient project schedules to meet established deadlines. Must be able to occasionally lift, carry, and move heavy loads (up to 75 lbs.), including up and down stairs. Must have a current California driver's license and be able to operate a truck (10' flatbed).

### **DUTIES AND RESPONSIBILITIES:**

#### **Liaison with Physical Plant, Residence Life, and the Conference Center**

- Attend the weekly Physical Plant managers' staff meeting. This position is the primary liaison and interface between Physical Plant and Residence Life.
- Facilitate coordination and communication of work being completed in the residence halls by Physical Plant staff.
- Work with Physical Plant and Conference Center staff to ensure a smooth facility transition from academic year to summer conferences (in May) and vice versa (in August).
- Coordinate any summer facility work with summer conference schedule.

#### **Coordinate facility and furniture upkeep and renewal**

- Plan furniture and equipment moves, repairs, and replacements in the residence halls.
- Monitor furniture repair and replacement needs in Urban House (in cooperation with S.F. Urban staff).
- Order and receive furniture deliveries from various manufacturers. Plan and oversee placement in the residence halls by coordinating with Physical Plant, Residence Life, and the Conference Center.
- Coordinate residence hall drapery, rod, and carpet replacements by appropriate vendors.

#### **Assist Residence Life Staff in maintaining residence hall facilities and equipment**

- Meet once a month in person with each hall Resident Director (RD) and maintain regular contact to ensure that facilities are maintained in excellent condition.
- Regularly inventory, inspect and maintain all sofas, tables, and chairs in lounges.
- Inspect and maintain recreational equipment (ping pong and foosball tables) and replace as needed.
- Inventory and maintain emergency-response equipment and supplies.
- Inventory and maintain residence hall kitchen supplies.
- Inspect and arrange for repair/replacement of damaged window draperies, rods, and blinds
- Oversee furniture repair and replacement in RD apartments
- Coordinate with Physical Plant to prepare RD apartments for incoming Resident Directors
- Oversee proper condition of storage areas

#### **Assist Housing Director with Housing Office operations**

- Assist Housing Director with annual housing sign-ups in March/April
- Respond to inquiries directed to the Housing Office

#### **Hire and supervise student workers**

- Create a positive work environment, based upon earned trust and rapport
- Understand and convey the work culture (e.g. submitting work orders, responding to requests by other staff, operating college vehicles, protocol for entering private areas)
- Create a to-do list for movers, and inspect work
- Understand and instruct proper and useful furniture knowledge (assembly of beds, moving heavy items)
- Insure proper room furniture set-up in all residence halls rooms
- Store room furniture from Clark mini-lounges

### **Purchasing and financial transactions**

- Collaborate with Bill Groeneveld, Purchasing Specialist, on all purchases above \$5,000.
- Make necessary purchases for Housing and Residence Life.
- Process all A/P and A/R requests for the Housing Office (e.g. Marborg, Draperies by Renga).
- Understand furniture replacement cycles and recommend specific replacements from the annual housing budget and Capital Improvement Project (CIP) allocations.

### **Assist with parking permit distribution, permit violations, and parking citation appeals**

- Assist with distribution of student parking permits.
- Assist students with reserving permits on the parking web site, and in obtaining permits from the office.
- Meet with students who violate parking regulations by bringing unauthorized cars to campus (or vicinity).
- Coordinate adjudication of appeals for permits and citations as a member of the Parking Appeals Committee.

### **Other duties:**

- Move, assemble, and disassemble furniture on occasion (less than 5% of time).
- Review and recommend revisions for all publications, including the Housing and Parking websites.
- Attend monthly Safety Committee meetings.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned

**REPORTS TO: Housing Director**