Westmont College

**Assistant to the Housing Director** (32-40 hours/week, 12 months)

**Housing**

**POSITION SUMMARY:** Assists in field and office operations, with primary responsibility for field operations, and coordinating facility repair and renewal projects with Physical Plant staff. Also assists the Associate Dean for Residence Life with the purchase of residence hall furniture and furnishings.

**QUALIFICATIONS:** BA/BS degree is required. Desired skills include: proficiency using Word & Excel, and developed oral and written communication skills. Must be able to organize, strategize and implement effective, efficient project schedules to meet established deadlines. Must be able to 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 weekly Physical Plant managers’ meeting acting as the primary liaison and interface between Physical Plant and Residence Life, facilitating 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 (May) and vice versa (August).
- Coordinate any summer facility work with summer conference schedule. Learn and teach safe lifting and moving procedures to student workers.

**Coordinate facility and furniture upkeep and renewal**
- Plan furniture and equipment moves, repairs, and replacements in the residence halls.
- Order and receive furniture deliveries from various suppliers. 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 with each Resident Director (RD) on a monthly basis and maintain regular contact to ensure that facilities are maintained in excellent condition.
- Regularly inventory, inspect and maintain: sofas, tables and chairs in student lounges; emergency-response equipment, residence hall kitchen supplies and supplies for RD’s.
- Inspect and maintain recreational equipment (ping pong and foosball tables) and replace as needed.
- Inspect and arrange for repair/replacement of damaged window draperies, rods, and blinds.
- Oversee furniture repair and replacement in RD apartments and coordinate with Physical Plant to prepare apartments for incoming Resident Directors.
- Ensure storage areas are maintained in proper condition.

**Assist Housing Director with Housing Office operations**
- Assist with annual housing sign-ups in March/April including hiring student workers for the multi-day event, managing the flow of students, screening participants serving as proxies, and documenting students' sign-ups to convey approved groupings for the Housing Director.
- Assist Housing Director with Mayterm housing check-in.
- Respond to inquiries directed to the Housing Office in person, phone and email.

**Hire and supervise student workers**
- Create a positive work environment, based upon earned trust and rapport.
Understand and train on proper procedures (e.g. submitting work orders, responding to requests by other staff, operating college vehicles, protocol for entering personal 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).
Ensure proper room furniture set-up in all residence hall rooms.
Store room furniture (mattresses, bed frames) for Clark mini-lounges.

**Purchasing and financial transactions**
- Collaborate with Auxiliary Services on all purchases above $5,000 and make necessary purchases for Housing and Residence Life.
- Process all A/P and A/R requests for the Housing Office.
- 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 the preparation and distribution of student parking permits.
- Assist students with permit reservations on the parking web site, and in obtaining permits from the office.
- Meet with students who violate parking regulations to complete behavioral contracts.
- 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 web sites.
- Attend monthly Safety Committee meetings.
- Expectation 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 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.
- Demonstrate willingness for additional tasks and responsibilities as needed, understanding that employees may be asked at times to assist other offices or departments.
- Other duties as assigned.

**Pay Grade 7**

Pay Range: $15.57 - $22.70 per hour

6/16/14/3/14