



**Job Specification**

**Job Title: Housing Coordinator**  
**BCAT Code: 410X BA**  
**Pay Grade: G11**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**General Description**

Coordinates services and operations for the university's co-educational residence complex housing. Develops and administers a comprehensive student community development program.

**Examples of Duties**

- Hires and trains student employees within university housing.
- Advises and disciplines students living within university housing.
- Supervises staff living and working within university housing.
- Manages area budget.
- Intervenes in student conflicts such as roommate disagreements, etc.
- Serves as a liaison between the community and university housing.
- Coordinates the grievance process for problems arising within the dormitories.
- Investigates complaints filed within university housing.
- Coordinates student moves and room changes.
- Develops educational and entertainment programs for students living in the dormitories.
- Serves as a liaison between university housing and campus police regarding issues of security.
- Assists with special housing programs such as Honors Housing, etc.
- Conducts orientation meetings for new residents.
- Serves as advisor to student resident government.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of mediation and dispute resolution techniques.
- Knowledge of budget management issues.
- Knowledge of grievance procedures.
- Effective oral and written communication skills.
- Ability to analyze and resolve conflict situations.

**Minimum GSU Hiring Standards**

Master's degree in a related field and one-year of related experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*