Position Description

POSITION TITLE: Graduate Coordinator of Off-Campus Housing Services
SUPERVISOR’S TITLE: Manager for Housing Partnerships

DESCRIPTION
The Graduate Coordinator provides leadership in department efforts to provide high quality off-campus housing information and referral so students and other members of the University community can enjoy a positive off-campus living experience. The Graduate Coordinator serves as a vital member of a nine-person office staff team. Additionally, the Graduate Coordinator may provide administrative, organizational, and logistical support for programs and processes supported by the Coordinator of Off-Campus Housing Services and other staff within the Department of Resident Life.

SPECIFIC RESPONSIBILITIES
Below is a representation of the responsibilities of the Off-Campus Housing Services Office. Position responsibilities and expectations of the Graduate Coordinator will be discussed and determined annually by the Graduate Coordinator and supervisor. The supervisor and Graduate Coordinator will meet regularly to ensure balance in the position and determine workload, task/project allocation, and cycles of the academic year. The Graduate Coordinator may have the opportunity to serve on departmental committees and program planning initiatives.

- Overseeing a comprehensive off-campus housing service program with information about housing opportunities, transportation, safety and security, and other off-campus living concerns.
- Hiring, training, developmental supervision, and evaluation of a team of undergraduate Off-Campus Living Consultants.
- Assisting in maintenance and on-going development of partnership with EMG Corporation, which provides our off-campus housing locator (OCH101) and Roommate Finder services.
- Coordinating with various departments to educate students, faculty, and staff about off-campus living options through events and programs including Off-Campus Living Fairs, new student orientation, and requested presentations.
- Serving as a liaison with area property managers and landlords.
- Participating in South Campus, Resident Life, and campus-wide activities and committees as assigned and agreed upon with supervisor.
- Providing frontline customer service and responding to inquiries from on and off-campus constituents about off-campus housing.
- Serving as an advocate for off-campus students.
- Other duties as assigned

QUALIFICATIONS
Bachelor’s degree and enrollment in a University of Maryland, College Park graduate program. Preference will be given to candidates with proven strong program management skills, organizational and administrative skills. Candidate must have a desire to participate and contribute to the organization.
and be a collaborative thinker. Proficiency in Microsoft Word, Excel, PowerPoint and Publisher are required.

This is a 12-month, live-out position which requires a commitment of approximately 20 hours per week, including some evening and occasional weekend hours. On occasion, additional hours may be required to perform job responsibilities. The term of this position is the beginning of July 2018 – end of June 2019.