



Grinnell College

Student Job Description

Job Details

Job Title: Housing Coordinator (1)

Department: Office of Development &
Alumni Relations

ID: ST-DEVAR-011

Date Completed: 2/22/19

Supervisor Title: Assistant Director of
Alumni and Donor Relations for
Reunion and Awards Programs

Pay Grade: IV (\$9.50/hr)
(as determined by policy manual)

Position Description

The Housing Coordinator is a member of the Reunion Senior Staff team.

The Housing Coordinator will prep all housing for alumni during Reunion and supervise the housing team. Preparation work for housing includes making and possibly moving beds, coordinating linens, and assisting Facilities Management with prepping the halls prior to Reunion. After Reunion, the Housing Coordinator will coordinate and lead the process of removing all linens from the rooms, and coordinating with Facilities Management to collect linens and return them to the rental company. This position will also coordinate the collection and documentation of lost and found items.

During Reunion the Housing Coordinator will join the Advance Coordinators to assist in the support and execution of all Reunion programs, supervising the Advance team staff and setting up all programs, workshops, lectures, and other activities.

The Housing Coordinator lead also acts as Reunion Team Lead for one overnight shift. During this overnight shift, this Senior Staff member will be on call from 11PM-8AM and will take care of all guest needs that arise during this time. This may include meeting guests who arrive late, or responding to requests for information from guests or Campus Security.

This position supervises other students.

Supervision Description: This position will supervise and lead a team of Reunion Assistants to prepare campus dorms for all alumni guests. The Housing Coordinator will be assign specific tasks and provide accurate and complete instructions to staff to complete those tasks.

Qualifications and Professional Development

Qualifications:

The Housing Coordinator needs to be able to lead and motivate a team and juggle multiple projects and teams at once. They should be organized and articulate and have the ability to keep staff motivated.

This position requires a driver's license.

Specific Skills Acquired/Developed: Communication; Interaction skills; Organization skills; Time management; Team work

Transferable Skills: Ability to work in a team structure; Ability to verbally communicate with persons inside and outside the organization; Ability to make decisions and solve problems; Ability to plan, organize and prioritize work

Schedule and Location

Location (physical address): All campus dorms and various other locations on campus.

Schedule: These positions are required to work beginning Tuesday, May 21 through Wednesday, June 5. The Housing Coordinator is expected to work 8-12 hour days during Reunion and 8-10 hour days in the days prior to and after Reunion.

There will be a mandatory training meeting on Sunday morning, April 28. Additional training meetings may be added for some specific positions.

Physical and Cognitive Requirements

Physical: sit; stand; walk; use hands to finger; handle or feel; talk or hear; light to heavy physical activity; walk up or down stairs

Cognitive: Effective communication skills; Planning and organizing; Adjusting change; Coordinating work with others; Handling multiple assignments and priorities; Concentrating - maintaining attention to detail

Evaluation Procedure and Schedule

Evaluation meeting will take place at the end of Reunion with the Associate Director of Alumni and Donor Relations for Reunion and Awards.

Application Instructions

Position Availability: Positions are available for summer 2019.

When to Apply: Applications are accepted until Tuesday, April 2.

FWS Information

- Position eligible as Community Service component.
- Position involves reading tutoring.
- Position possibly involves work in religious or spiritual services.

Working with Minors

- Has contact with minors while performing duties.