Job Title: Facilities Coordinator, Housing

General Description
Assists the Associate Director of Housing with housing projects.

Examples of Duties
- Solicits and evaluates small project bids and schedules the projects with contractors.
- Ensures that all projects meet housing needs.
- Provides inventory and key control.
- Manages key distributions and maintains the key code database.
- Cuts and changes keys when the Locksmith is unavailable.
- Manages the American District Telegraph (ADT) alarm system.
- Replaces and re-issues lost or stolen entrance cards to residents and staff.
- Maintains the inventory database.
- Supervises the maintenance and custodial staff in the absence of the Associate Director.
- Ensures that the maintenance vendors provide the contracted services.
- Supervises and directs the housing facilities maintenance and custodial staff in the absence of the Associate Director.

Knowledge, Skills and Abilities
- Proficiency in word processing, spreadsheet and database software.
- Effective time management and organizational skills.
- Ability to work independently.
- Ability to multi-task in a deadline driven environment.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree in a related field and two years of related 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.