Georgia State University  
Job Specification

Job Title: Housing Coordinator

BCAT Code: 09JX12  
Pay Grade: G11  
Effective Date: April 1, 2007  
Revision Date: July 1, 2013

General Description
Coordinates services and operations for the University’s co-educational residence housing complex.

Examples of Duties
- Hires and trains student employees of University housing.
- Establishes and implements a comprehensive student community development program.
- Advises and disciplines students living in University housing.
- Supervises the staff living and working in University housing.
- Manages the 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 with 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 the campus police regarding issues of security.
- Assists in special housing programs, such as Honors Housing, etc.
- Conducts orientation meetings for new residents.
- Serves as advisor to the 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 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.