

Housing Specialist

2014-2015 Housing Specialist Information

Thank you for your interest in becoming a Housing Specialist with Tennessee State University. Below is all of the information you need to apply!

Job Description: Works in a residential facility on campus and performs clerical and administrative duties to support the primary Residence Hall Supervisor or Housing Office. The conditions of work may sometimes include office time and/or being in the residence halls. The Housing Specialist articulates to students the values, philosophy and policies of University Housing and the university, as well as represents University Housing as a role model in all facets of university life. The Housing Specialist is responsible for the development of comfortable living and learning communities that foster academic success. This is achieved by assisting individuals with their personal needs and concerns, as well as supervising student support staff, and advising student leadership groups. This is a temporary support staff position designed to enhance the community living experience on campus.

Responsibilities:

- Housing Specialist will assist the Assistant Directors and Area Coordinators in the day-to-day administration focusing on the recruitment, selection and training, and student leadership.
- The Housing Specialist assists with departmental opening and closing processes, facilitating community development, coordinating staff programming efforts, and serving as a referral agent for students.
- Promotes experiences and programs that emphasize students' understanding and appreciation of the university.
- Assist with resident check-in, checkout, building closings and openings, building access, maintenance request, and key inventory, administer and assist with departmental projects or other duties as assigned.
- Attends, participates in and facilitates RA training, student staff meetings and annual conferences.
- Responsible for the co-supervision of 6-12 student staff members and building residents.
- Monitors community center and front desk operations.
- Assists resident students with personal and professional growth and development.
- Responds to emergencies and student incidents when scheduled.
- Understands Housing policies and procedures, knows and enforces Student Code of Conduct, and collaborates with the Office of Student Code of Conduct and university police.

Reports to: Area Coordinator, Assistant Director of Residence Life and/or Director of Residence Life or other designee

Minimum Qualifications: Bachelor's Degree, preferably at least one year of Resident Assistant (RA) employment, but at least one year of experience living on a college campus, and successfully passing a background check. Previous residence life experience and experience with community development, student advising, helping and counseling skills, housing administration, and working with special populations is preferred. Must be able to scale six flights of stairs in order to respond to residence hall emergencies.

How to apply: Application, cover letter and resume, 3 persons of reference

Compensation: Hourly pay rate; some positions provide a live in room (not apartment) for overnight stays when on call or responding to emergency conditions.

****Submit all requested items to Jania Revell on behalf of the Housing Specialist review committee.*

*Jania Revell
Tennessee State University
Office of Residence Life
E: jrevell@tnstate.edu*

The Housing Specialist review committee consists of the following people:

*Adrina Russell, Director of Residence Life
Toshia Smith, Interim Assistant Director of Residence Life
Julius Proctor, Area Coordinator
Kenya Hawkins, Area Coordinator
Brent Dukhie, Area Coordinator*

