



**SAN DIEGO STATE  
UNIVERSITY**

## **HOUSING CONFERENCE SERVICES**

### **POSITION DESCRIPTION**

**POSITION TITLE: Facilities Coordinator**

**ORGANIZATIONAL UNIT: Office of Housing Administration**

**REPORTS TO: Housing Coordinator**

#### **GENERAL DESCRIPTION OF POSITION:**

The Conference Facilities Coordinator (FC) will report and receive work assignments from the Housing Coordinator (HC) for facility set-up, audio-visual equipment and signage. The FC lives on campus and responds to the day-to-day needs of conference participants.

#### **SPECIFIC RESPONSIBILITIES:**

##### **TRAINING**

1. Must attend Instructional Technology A/V training and receive certificate for Defensive Driving training.
2. Staff meetings and training attendance is mandatory. Assistance with training is required.

##### **ADMINISTRATIVE DUTIES**

1. Attend weekly senior staff meetings.
2. Supervises, trains, and evaluates the Logistics Desk Assistants (LDAs).
3. Works with Summer Staff Liaison on creating a bi-weekly schedule for LDAs.
4. Assists the Housing Coordinator with logistical arrangements for conference groups; works with the Conference Assistants to coordinate all facility set-ups, including set-up of tables and chairs for check-in/out of groups.
5. Keep inventory of all audio-visual equipment and tables and chairs. Must also maintain good condition of all equipment.
6. Works with a variety of campus departments in making arrangements for conference groups: arranges for the delivery of tables and chairs from physical plant; requests adjustment of lawn watering schedules, etc.
7. Keeps a record of all equipment checkouts and charges for group billing. The HC and CA must be notified of charges.
8. Works with Operations Coordinator to plan an event for custodial and maintenance staff.
9. Provides signage for conference groups and the Office of Housing Administration.
10. The FC is "on call" during the summer months and carries a cell phone at all times and must respond to all pages in a timely manner. The FC must secure approval from the HC before staying away from campus over night.
11. Attends all pre-summer and summer training sessions for conference staff. Will assist with training as required.
12. Other duties as assigned by the HC.

REQUIREMENTS:

1. Must be eligible for employment as a student assistant. Must be enrolled at SDSU in the Spring 2017 semester, and must be eligible for continuing enrollment at SDSU in Fall 2017 semester.
2. Must wear Housing Conference Services Uniform while working in the office or with conference guests.
3. Must maintain good academic standing with the university (current grade point averages will be verified prior to hiring of all staff; student in danger of becoming academically disqualified will be withdrawn from consideration).
4. Must have the ability to maintain a good working relationship with university staff, conference staff, conference attendees, residents and visitors. Must have the ability to maintain a professional manner in all situations.
5. Experience: must have one or a combination of the following:
  - a. One year of work experience interacting with the public, answering phones, researching answers, solving problems and performing routine tasks.
  - b. One academic year as a resident advisor or student assistant.
  - c. Two summers of paid experience as a camp counselor or leader of an organization that interacts with guests of at least high school age.
5. Must possess a valid California drivers license and must have a good driving record (will be required to take the Defensive Driving course).
6. Ability and willingness to transport self across campus quickly and on short notice.
7. Must be available for the ENTIRE period of employment shown in the "Dates of Employment" section on page one of this job description.
8. Must be available for Senior Staff training (to be announced) and on-site team training training May 23 - May 26, 2017.

DATES: May 1 - August 24, 2017

SCHEDULE: Approximately 20 - 30 hours per week. This position will work many weekends and work schedule and hours will vary considerably. This position may pick up desk shifts as a Desk Assistant when applicable (see Desk Assistant description).

COMPENSATION: \$11.85/hr

NUMBER OF POSITIONS AVAILABLE: 1