



SAN DIEGO STATE  
UNIVERSITY

**HOUSING CONFERENCE SERVICES**  
**POSITION DESCRIPTION**

POSITION TITLE: **Operations Coordinator**  
ORGANIZATIONAL UNIT: **Office of Housing Administration**  
REPORTS TO: **Housing Coordinator**

GENERAL DESCRIPTION OF POSITION:

The Operations Coordinator (OC) will report and receive work assignments from the Housing Coordinator (HC) for the following: front desk operations, inventory control, keys and equipment, maintenance, and other duties as assigned. The OC lives on campus and responds to the day-to-day needs of conference participants.

SPECIFIC RESPONSIBILITIES:

TRAINING

1. Must attend Environmental Health and Safety Training, Fire Alarm Training and Defensive Driving
2. Staff meetings and training attendance is mandatory. Assistance with training is required.

ADMINISTRATIVE DUTIES

1. Attend weekly senior staff meetings.
2. Helps the Summer Staff Liaison supervise the conference desk staff
3. Develop and implement building prep schedule.
4. Respond to emergency situations after hours. Notify the professional staff member on duty of all situations.
5. Enter and approve all service requests for guests and students in a timely manner.
6. Monitor the physical appearance of front desk areas, and provide guidelines to desk staff regarding procedures of maintaining tidiness at the desk.
7. Conduct periodic inventory of supplies at front desk and arrange for replacement as needed.
8. Responsible for distribution and tracking of department equipment and supplies such as recreation equipment, linen, etc.
9. The OC is "on call" during the summer months, carries a cell phone at all times and must respond to all calls in a timely manner. The OC must secure approval from the HC before staying away from campus overnight.
10. Work with Facilities Coordinator to plan an event for custodial and maintenance staff.
11. Other duties as assigned by the HC.

## KEYS

1. Supervise the daily key inventories.
2. Issue new key request with approval by the Housing Coordinator.
3. Make certain that all keys used by the desk are signed out and in each morning.
4. Perform key inventory at the start and end of the conference season.
5. Prepare key schedule for locksmith and charge as needed and must inform the HC and CA of any charges.

## 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 Conference Housing Uniform while working in the office or with conference guests.
3. Must have been a Resident Advisor or Community Assistant for REO at SDSU for at least one year.
4. 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).
5. Must have the ability to maintain a good working relationship with university staff, conference staff, conference guests and visitors. Must have the ability to maintain a professional manner in all situations.
6. Experience: must have one or a combination of the following:
  - a. One year of work experience dealing 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 deals with people 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 (personal car or bicycle is strongly recommended).
7. Meet daily with the Housing Coordinator.
8. Must be available for the ENTIRE period of employment shown in the "Dates of Employment" of this job description.
9. Must be available for Senior Staff training (to be announced) and on-site team training May 23 - May 26, 2017.

DATES: May 1 - August 24, 2017

SCHEDULE: Approximately 30-40 hours per week. This position will work many weekends and work schedule and hours will vary considerably.

COMPENSATION: \$11.85/hr

NUMBER OF POSITIONS AVAILABLE: 1