



<b>Job Title</b>	Housing Assignment Assistant	<b>Job Code</b>	SD0321
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	14
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Non-Exempt
<b>Job Family</b>	Student Development & Enrollment Services	<b>Union Code</b>	O
		<b>Subfamily</b>	Housing & Residential Life

**Job Family & Subfamily Summary**

**Student Development & Enrollment Services Professionals** develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

**Housing & Residential Life Professionals** are responsible for the direction of all residence hall operations for students. They may also administer off-campus housing programs.

**Job Summary**

Responsible for daily room assignment processes and tasks, building management, and communication with students and parents regarding housing assignments questions.

**Representative Duties**

1.

- Processes housing agreements, cancellations, and updates standby lists
- Utilizes various software programs such as StarRez, Residential Management System (RMS)/Mercury, and PeopleSoft to manage daily assignments tasks and respond to data requests
- Books students into rooms using housing database software
- Performs assignment processes for special populations
- Assists with day-to-day occupancy and vacancy procedures, such as vacancy checks, agreement switches, roster verifications, and room changes
- Assists with online application testing
- Assists in interpreting assignment related policies, procedures, and contractual matters to staff, students, parents, university community, and others
- Tracks and processes special requests, such as medical, dietary, legal, etc.
- Represents the department at university events
- Provides office/building management including ordering supplies and maintaining storage areas

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
0+ years of relevant work experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**