

Kansas State University
Housing and Dining Services

Position Announcement for

Apartment Area Coordinator

The Department of Housing and Dining Services, Kansas State University, Manhattan, Kansas, invites qualified applicants for the position of Apartment Area Coordinator, Jardine Apartments. Kansas State University is a public doctoral research institution with over 23,000 students and over 6,000 faculty and staff, located in the picturesque Flint Hills of northeastern Kansas, approximately 120 miles west of Kansas City. Manhattan is a city of 50,000 offering an exceptional quality of living, with excellent schools and diverse cultural and social activities.

Position Information: The Apartment Area Coordinator is a 12-month full-time, benefits eligible, unclassified position and reports to the Assistant Director for Apartment Living. This is a live-in position.

General Description: Under the direction of the Assistant Director for Apartment Living, the Apartment Area Coordinator (AC) will provide leadership and supervision for an apartment community of 6-10 new, renovated, and existing buildings. The primary function of the AC is to direct and oversee the operations of an apartment community including staffing and supervision of graduate and undergraduate staff; student development; training; advising student groups; administrative and managerial responsibilities; facilities management and professional development. The AC assesses, contributes to, and oversees the implementation and enhancement of student learning outside of the classroom through a wide range of programmatic opportunities and serves as the primary leader within their communities for student conduct proceedings and occupancy management.

Duties and Responsibilities:

- Directs, oversees and administers the operations of an apartment community to include facilities management. Administers the daily activities of facilities to ensure safe living environments. Prepares reports; maintains records; oversees check-ins, checkouts and room changes; maintains key inventory, key replacements, and related records; inspects facility and submits work orders as needed; manages coordinator program account and Social and Educational funds.
- Interacts with students on a regular basis to provide information and assistance concerning academics, peer conflicts, personal problems, etc. Proactively seeks out opportunities to engage and interact with students and is accessible and visible to students. Advises student leadership groups, attends weekly meetings and sponsored activities. Responsible, through supervision of student staff and in close interaction with the Housing and Dining Services Departmental Initiatives Team, for the overall development, implementation, and evaluation of programs and activities within the Jardine Apartments.
- Select, train, supervise and evaluate graduate assistants and hourly student employees to ensure successful programs for student residents. Follows all affirmative action, human resources, and university policies and procedures as prescribed by departmental, state, and federal requirements. Coordinates with graduate assistants and hourly student employees to provide programming activities; education, training, advising, and assisting residents, student group members, and staff regarding policies and rules. Participate in annual student and graduate staff selection.

- Collaborate with University and departmental staff to ensure student needs are met. Works closely with Assistant Director for Departmental Initiatives and University academic affairs staff as well as staff from academic colleges to ensure the academic needs of residents are met. Maintain positive relationships with the University and Manhattan community, campus leadership, students, faculty, staff, parents and guests. Perform other duties to include, but not limited to, participation on departmental and university committees, task forces, professional development activities and special projects.
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- Serve in twenty-four hour, year round, on call rotation including participating in weekend and holiday coverage, and being able to respond to any situations that may arise during those time offering immediate support and resources to students and staff involved.
- Teach a community leadership class through the College of Education to provide positive, meaningful, learning experiences for students.

Qualifications: Requires a master's degree in student personnel, counseling, or related area. Prefer experience working with on-campus apartment housing. The successful candidate will have skills in selecting, supervising, and training student staff; advising student groups; the ability to work in a multi-cultural environment and to interact with a diverse staff; flexibility; excellent oral and written communication skills; familiarity with student housing operations; good time management skills and the ability to work with interruptions. The incumbent is required to live on premises and have the ability to respond to various resident situations and to attend evening and weekend meetings and activities.

Salary and Benefits: The starting salary is \$35,000 per year and includes a seven day, 20 meals per week plan during the academic calendar (excluding recess periods). The duties of this position require live-in status. An on-campus, furnished apartment with washer and dryer, cable television, internet, and university provided work cell phone are provided. Benefits include health, dental and life insurances, retirement plan, and paid leave time. Refer to www.k-state.edu/hr/benefits/benefitsunclass.htm for a complete summary.

To Apply: Interested persons should submit a letter of application; resume; names, addresses and telephone numbers of three professional references to: Eric Neilson, Assistant Director for Apartment Living, Housing and Dining Services, 104 Pittman Building, Kansas State University, Manhattan, KS 66506-4601 or email eneilson@k-state.edu.

Pre-screening interviews will be held at the Oshkosh Placement Exchange and the NASPA Placement Exchange in March 2012. Early submission of your application to either of these events will enable you to be considered for a prescheduled screening interview.

Questions: You may contact Eric Neilson, telephone 785-532-3790, email eneilson@k-state.edu, with questions about the duties assigned to this position.

Application Deadline: Screening of applications will begin March 7, 2012, and will continue until the position is filled.

*KSU is an equal opportunity employer and actively seeks diversity among its employees.
Background check is required.*