APARTMENT LIVING COORDINATOR (ALC)
KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

JOB SUMMARY
Under the direction of the area coordinator for apartment living, the apartment living coordinator will provide leadership and supervision for an apartment community of six to ten new, renovated and existing buildings. The primary function of the ALC is to direct and oversee the operations of an apartment community. Duties include staff training, student development, student group advising, facilities management, professional development, supervision of graduate and undergraduate staff, and administrative and managerial responsibilities. The ALC assesses, contributes to and oversees the implementation and enhancement of student learning outside the classroom through a wide range of programmatic opportunities, and serves as the primary leader for student conduct proceedings and occupancy management in their communities.

QUALIFICATIONS
This position requires a master’s degree in student personnel or related area. Experience with community living, leadership development, and programming, teaching or training is preferred. Experience working with on-campus apartment housing is preferred.

REMNUNERATION AND BENEFITS
The apartment living coordinator is a 12-month, full-time, benefits eligible unclassified position and reports to the area coordinator for apartment living. This is a live-in position. The starting salary is $35,000 per year and includes a comprehensive benefits package including meal plan, retirement plan, paid leave time, and health, dental and life insurances. Refer to www.k-state.edu/hr/current-employees/benefits/summary.html for a complete summary.

CONTACT INFORMATION
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HOW TO APPLY
If you are interested in applying for an apartment living coordinator position, please submit the following:
• Cover letter
• Resume
• Three references
• Contact information

Responsibilities:
• Direct, oversee and administer the operations of an apartment community to include facilities management
• Administer daily facility activities to ensure safety
• Prepare reports, maintain records and oversee check-ins, checkouts and room changes
• Maintain key inventory, key replacements and related records
• Inspect facility and submit work orders as needed; manage coordinator program account and social and educational (S&E) funds
• Interact with students on a regular basis to provide information and assistance concerning academics, peer conflicts, personal problems, etc.
• Proactively seek out opportunities to engage and interact with students; be accessible and visible to students
• Advise student leadership groups and attend weekly meetings and sponsored activities
• Develop, implement and evaluate programs and activities within Jardine Apartments through supervision of staff and in close interaction with the Departmental Initiatives Team
• Select, train, supervise and evaluate graduate assistants and student employees to ensure successful programs for residents
• Follow all affirmative action, human resources, and university policies and procedures as prescribed by departmental, state and federal requirements
• Coordinate with graduate assistants and hourly student employees to provide programming activities; educate, train, advise and assist 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; work closely with the 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, community, campus leadership, students, faculty, staff, parents and guests
• Perform other duties, including (but not limited to) participation on departmental and university committees, task forces, professional development activities and special projects
• Serve in 24-hour, year-round, on-call rotation (including weekend and holiday coverage) to respond to any situations that may arise, offering immediate support and resources to students and staff involved
• Teach a community leadership class through the College of Education to provide positive and meaningful learning experiences for students

Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Background check is required.