

## **Job Description**

<b>Title</b>	<i>Assistant Coordinator <u>Residential Facilities Operations</u> (1 positions)</i>
<b>Status</b>	<i>Graduate Assistant, 12-month appointment</i>
<b>Supervisor</b>	<i>Associate Director of Residential Life</i>
<b>Dates</b>	<i>July 1 to June 30</i>

### **Qualifications:**

Earned Bachelor's degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. Preference given to applicants admitted to programs at UMBC related to Engineering, Education, Information Technology, Construction Management or Counseling and Student Personnel Services. At least one year's prior experience in residence hall related employment is preferred. Ability to negotiate stairs in multiple level facilities with no elevators required and lift up to 80 pounds.

### **General Responsibilities:**

The Assistant Coordinator is responsible for assisting the Associate Director in the overall administration, planning, and supervision of student staff and coordination of services in support of facilities management functions. Residential Life has nine (9) living communities, twenty-eight (28) buildings and houses approximately 4000 students. This is a 20 hours a week, live-in position.

### **Specific Responsibilities:**

#### Administrative Responsibilities:

##### Common Position Duties

- Assist with fall opening housekeeping planning and preparation.
- Assist in end of year student billing.
- Attend meetings and activities during and after business hours as required.
- Serve on designated Department or Divisional Committees.
- Provide feedback to Associate Director about facilities issues and performance of paraprofessional staff and resident student concerns.
- Provide assistance for Key Trak key assignments and ID Card Access system student issues.
- Assist with Semester Facility opening and closing processes with attendance as required.

##### Position Specific Duties

- Assist with development, coordination and implementation of consumable MA part supply and inventory control
- Assist with MA Selection and Training
- Assist with development, coordination and implementation of Safety and Security programs and Evacuation Drills.
- Assist with publications and educational components from Residential Facilities (fliers, workshops)
- Assist with the supervision of Maintenance Assistants (14), summer Project Assistants (15), summer Maintenance Assistants (6) and Office Assistants (6).
- Coordinate MA blitz week
- Monitor facilities toilet paper distribution and vehicle mileage sheets
- Conduct 1 on 1 meetings with regular MA staff and summer MA and PA managers
- Other duties as assigned by supervisor

Daily Operations Responsibilities:

- Inspect facilities to identify maintenance concerns and to assess work that has been completed by contractors.
- Serve as a liaison with Facilities Management on designated projects or tasks.
- Supervise student Project Assistants and other student workers on related tasks.
- Conduct weekly walk-through inspections of all Residential facilities and grounds.
- Assist with the paraprofessional staff training.
- Assist in the opening and closing of communities each semester.
- Assist with the management of the card access and security system
- Supervise snow removal staff as and when required

Residential Life Expectations:

- Participate in weekly one-on-one meetings with supervisor and formal evaluation processes once per semester.
- Assist in department decision-making and the development of departmental policy.
- Participate in programs designed to acquaint various organizations and staff with the services and programs provided by Residential Life.
- Identify and utilize appropriate liaisons in accomplishment of objectives.
- Participate in all hall openings and closings.
- Possess a valid driver's license.
- Lifting of some heavy items may be required at times.
- Work independently with minimal supervision.
- Able to learn and perform other duties as assigned.
- Participate in an advisory capacity during after-hours (formal on-call rotation, no more than 30 min away from campus while on call).
- Perform all related duties as requested.

**Salary:**

Remission of tuition for 9 credits per semester (does not include mandatory graduate student fees), room and 12 meals a week (while the University is in session). Partial University of Maryland System benefits and bi-weekly salary of \$605.00 for the 12 month appointment period.

**Apply by May 20, 2017 for best consideration to:**

To apply please send a cover letter, resume, and the names and contact information of three references to [RLrecruitment@umbc.edu](mailto:RLrecruitment@umbc.edu) with *Facilities Assistant Coordinator Application* as the subject line

Include cover letter, resume, and the names and contact information of 3 references.

For more information, call

Matt Wood  
Safety and Security Coordinator  
[matt21@umbc.edu](mailto:matt21@umbc.edu)  
410-455-1668

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color, and persons with disabilities are encouraged to apply.