

Position Description - Unclassified

Position Status:

Position Title		Position Number
Interim Coordinator, Leadership and Operations		E99167
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 mos.	7/1/2022 – 6/30/2023	University Housing
Position Type		FLSA
Full-Time		Exempt
Reports to		Reports to Position Number
Interim Director of University Housing		E99404
Incumbent		University ID #

Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.
<ul style="list-style-type: none"> ● To assure students attending Western Oregon University the availability of adequate and safe housing and adequate and nutritious meals at a reasonable cost. ● To provide an on campus living experience that supports academic and co-curricular activities. ● To administer the first-year live-in policy on campus. ● To provide part-time employment for students to help defray their college expenses.
B. Describe the purpose of this position and how it functions within this program.
<ul style="list-style-type: none"> ● Advise the Residence Hall Association Executive Board and General Assembly ● Advise the National Residence Hall Honorary ● Provide leadership development for residence hall students ● Manage the Residential Service Center ● Support Summer Conferences through staff supervision and coordination ● Serve in on call rotation

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
40%E	<p>Advising and Leadership Development</p> <ul style="list-style-type: none"> • Advise RHA Executive Board and General Assembly • Meet regularly with RHA Executive Board • Advise NRHH Executive Board and Chapter • Meet regularly with NRHH Executive Board • Advise programming efforts of RHA and NRHH • Monitor RHA, GA, and NRHH budgets • Serve as campus conference advisor for NACURH-affiliated conferences • Meet regularly with the Advising Resident Assistants • Implement Hall Government Advisor training • Conduct student leader eligibility verification
25%E	<p>Operations</p> <ul style="list-style-type: none"> • Select, train and supervise RSC Student Staff • Oversee RSC/mailroom operations <ul style="list-style-type: none"> - cash control and bank detail - key/fob inventory and replacement requests - stamp purchases - equipment inventory - mail, equipment, and general troubleshooting
25%E	<p>Conference Services</p> <ul style="list-style-type: none"> • Select, train and supervise Summer Conference Student Staff • Assist with day to day conference program including: <ul style="list-style-type: none"> -site visits with conference clients -conference registrations for housing -attend meetings related to conference services -assist with conference billings -oversee check in/outs of conference guests
5%E	<p>On Call</p> <ul style="list-style-type: none"> • Serve on after hours, on call rotation • Assist in management of crisis situations while on call, through immediate action, sound judgment and appropriate referrals
5%E	<p>Other duties as assigned</p>

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor’s degree by start date of position
- Minimum of one-year professional experience or equivalent education
- Minimum one-year experience advising student groups – either at the paraprofessional or professional level

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- Master’s degree in college student services administration or equivalent
- Experience as a professional staff member in a college residential program desired
- Familiarity, as a student or professional, with the NACURH Association of College and University Residence Halls (NACURH) and the National Residence Hall Honorary (NRHH)

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Understanding of student development theories
- Understanding of advising theories/leadership development theories
- Knowledge of Family Education Right to Privacy Act (FERPA – Buckley Amendment)

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	
X	Delegated authority to monitor budget	\$55,000
	Limited approval authority for purchase	\$
	Purchase only with higher level approval	\$

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

X	Hire	X	Assign Work
	Transfer		Recommend salary adjustments
X	Discipline		Approve requests (i.e. leave)
X	Dismiss	X	Respond to complaints/grievances
	Layoff	X	Conduct performance assessments
	Promote	X	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
Unclassified staff		
X Student Employees (average per term)	15	7.5
Other (specify)		

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.
<ul style="list-style-type: none"> • Provide guidance and direction to student leaders on programmatic and certain policy decisions. • Make decisions relative to appropriate expenditures by the Residence Hall Association and National Residence Hall Honorary. • Provide input to and development of residential education programs and systems. • Respond appropriately to emergency response and crisis situations.

Additional Information:

List any additional information that would help describe the nature of the position.
<ul style="list-style-type: none"> • Some nights and weekends required • This position is required to live on campus, in an apartment provided by University Housing, with utilities provided. A partial meal plan is provided, subject to the schedule of on-campus dining facilities.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Lindsey Gibson	
Reviewer (VP / Director)	Reviewer Signature / Date
Tina Fuchs	
Appointing Authority	Appointing Authority Signature / Date
Heather Mercer	

HR USE ONLY:

Received by	Date		
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code

Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		