Assistant Housing Coordinator Job Description

Department: Housing

Supervisor/Contact Person: Jake Warner

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Phone Number: (909) 448-4437

Job Title: Assistant Housing Coordinator (AHC)

Job Description:

The AHC position is a one (1) calendar year commitment, beginning June 1, 2015 to May 30, 2016. Appointment may be canceled at any time if job performance does not meet job expectations. Housing has the right to assign or transfer an AHC to any on-campus living area space as needed. Additional conditions of appointment include:

a) Be available to work 15-20 hours/week.

b) Be in good financial standing with the University of La Verne.

c) Be in good judicial standing with the University of La Verne and Housing & Residential Life.

d) Maintain a minimum 2.5 cumulative grade point average, including the semester prior to starting the job.

e) With prior approval from supervisors, may be allowed up to a total of 15 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activity.

f) Must avoid conflict of interest situations as a result of the employment or extra-curricular activities.

g) May be allowed up to 15 hours per week of outside activity, including other employment, extra-curricular, or co-curricular activity. All time commitments need to be discussed with and approved by the Assignments Coordinator and Associate Director of Administrative Services.

h) Must be available to work during orientation, training, and peak periods as needed.

i) Maintain full-time registration as an undergraduate (12 units) or part-time as a graduate student (6 units).

j) Enroll in no more than 16 units of undergraduate or 12 units of graduate academic credit per semester.

COMPENSATION

Single room in one of the on-campus residential halls and a 12 meal plan for the 2015-2016 academic school year.

For More information on the Assistant Housing Coordinator position, please click on the following links below:

AHC Job Description Form: http://sites.laverne.edu/housing/files/2015/02/AHCjob-description20150227124705.pdf

AHC Application Form: https://www.surveymonkey.com/s/2DDFFWM.