

## **Leasing Coordinator**

University Housing, University of Illinois at Urbana-Champaign

Applications are now being accepted for a Leasing Coordinator position for University Housing at the University of Illinois at Urbana-Champaign. The Leasing Coordinator serves as the primary contact for apartment applicants during the year and prior to their arrival on Campus. Major responsibilities include coordinating assignments, resident and guest arrival and departure activities, billing, resident communication, and service delivery within the Family & Graduate Housing apartment community.

For full consideration, create your candidate profile at <https://jobs.illinois.edu> and upload a cover letter, resume and contact information for three professional references by May 28, 2018. Please contact a member of the Housing Human Resources team at [careers@housing.illinois.edu](mailto:careers@housing.illinois.edu) with any questions you may have.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The U of I is an EEO Employer/Vet/Disabled [www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu).