



UNIVERSITY HOUSING

Coordinator for Housing Information

University Housing, University of Illinois at Urbana-Champaign

Applications are now being accepted for a Housing Information Coordinator for Private Certified Housing (PCH) at the University of Illinois at Urbana-Champaign. The Private Certified Housing program includes University fraternities, sororities, and privately owned housing facilities. Daily tasks include but are not limited to: management of Certified Housing occupancy, fire & life safety inspection process, monitoring of food sanitation inspections, planning and facilitation of regular meetings, public speaking, and utilizing housing management software. The coordinator will plan and conduct student staff training semi-annually and serve in advisory role for student staff and building managers throughout the year. The coordinator will serve as a primary contact for prospective and current students during the year both through public speaking and individual consultation. They will ensure staff have the resources necessary to provide exceptional customer service. The Housing Information Coordinator for Private Certified Housing will manage aspects of the PCH program and provide assistance in the absence of the Assistant Director. This position will hire, train, and supervise student staff.

To view the complete job announcement and 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 02, 2017.

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.