

Nipissing University Job Description

POSITION TITLE: Off Campus Living Coordinator

DEPARTMENT: Residence

CLASSIFICATION: Coordinator A

WAGE GRADE: WG 50

EMPLOYMENT DEFINITION (STATUS): Full-time Support (Contract)

SUPERVISOR: Supervisor, Residence Services

DATE REVISED: August 2024

SUMMARY OF FUNCTIONS:

Reporting to the Supervisor, Residence Services, the Off Campus Living Coordinator supports the implementation of the off campus living office services, including, but not limited to: educational resource creation and promotion of services, tenant rights awareness, liaising with post-secondary students, landlords and community members/resources, sourcing student housing and maintaining website and social media presence.

DUTIES AND RESPONSIBILITIES:

Off Campus Living Implementation and Support

(100%)

- Maintain and promote the Off-Campus Living website and related educational resources
- Liaise with Places4Students, SpacesShared, local property listing site, to encourage use by landlords and post-secondary tenants
- Assist with the sourcing of student housing within our community
- Assist with the creation of housing partnerships and/or student housing programs within our community
- Assist post-secondary students connecting to resources to help with their search for and securing off campus housing
- Assist post-secondary students by providing awareness and resources around rental housing scams and how to source legal rental units
- Assist landlords and students with ongoing questions and refer/connect to resources
- Strengthen student neighborhood-based communities and promote campus engagement
- Work to enhance general safety awareness and education programs for off-campus students
- Promote student support and service options available to all students
- Utilize online resources and social media to promote Off-Campus Living services
- Market research of current trends in the Canadian student housing market
- Assist the Supervisor, Residence Services with direct planning of goals to fit within the direction and long-term planning of the Off-Campus Living office
- Liaise with Registrar's Office and International Student Support Office to provide direct assistance to international students and ensure proper communication and direction to resources are provided
- Connect with stakeholders to ensure consistent messaging, supports and utilization of local and provincial resources for international and domestic student

Any other duties as assigned.

QUALIFICATIONS:

Education: An appropriate University degree

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- 1 – 3 years' of relevant experience
- Adaptable to changing systems and conditions
- Ability to collect and report data
- Ability to work effectively with a wide variety of stakeholders
- Prioritization and time management skills in order to carry out multiple time-sensitive tasks in a fast-paced environment
- Excellent interpersonal skills
- Tact and diplomacy
- Strong record-keeping skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Facilitation and conflict resolution skills
- General skills in various web browsers, web conferencing software, and the MS Office suite

POSITION RELATIONSHIPS:

Supervised by: Supervisor, Residence Services

POSITION RELATIONSHIPS:

Internal Contacts: Students Faculty and Staff

External Contacts:

- Parents/guardians
- Potential Students
- Alumni
- Visitors
- Guest Speakers
- External Service Organizations
- Suppliers/Vendors
- Other Universities and Colleges
- Conference groups
- Sales representatives
- Health Services

MATERIALS UTILIZED:

- Relevant Departmental Policies & Procedures

- Code of Student Rights and Responsibilities
- Relevant Nipissing University policies/procedures
- General Office Equipment

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Intense visual/listening concentration
- Comfortable heated and cooled work area
- Variety of sitting, standing, and walking
- Dealing with distressed students

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

Approvals

Supervisor

Date

Human Resources

Date