

JOB DESCRIPTION

Position	Off-Campus Housing Coordinator		
Classification	Band 3 (provisional)	Date	September 2018
Dept	Residence – Student Affairs		
Reporting To	Residence Manager	Group	CUPE

The Off-Campus Housing Coordinator will develop and manage a robust off-campus housing inventory for CBU students who choose to live off-campus for their university experience. The Coordinator will also develop an information package for off-campus housing students containing what to expect from a rental agreement in the local area.

SPECIFIC RESPONSIBILITIES:

- Develop and manage an off-campus housing list for students.
- Coordinate the off-campus housing operation:
 - advertise for local property owners who rent spaces to students attending Cape Breton University;
 - create an off-campus housing inventory and then publish and manage this list on the CBU website;
 - provide information to Enrolment Services staff as to the market costs of renting spaces and utilities in the local area to aid in the recruitment process;
 - work with Human Rights & Diversity Officer to develop and provide information to local property owners as to what to expect when renting to people from different cultures; and
 - develop an information repository for prospective CBU students as to what to expect when renting a property locally by liaising with professionals within the legal, insurance, and residential tenancy fields.
- Ensure the Residence Manager is informed of the status of the off-campus housing list as well as potential areas of concern from landlords associated with our listings.
- Develop meaningful connections with community property owners to ensure they are offering our students a positive off-campus living experience in the community at a fair market price.
- Handle the mail operation for the residences when the Residence Life Coordinator is absent or during peak times.
- Provide assistance to the Residence Life Coordinator during vacation and sick time as well as with summer conference work at peak times as required.
- Other related duties as assigned.

QUALIFICATIONS & SKILLS:

- A degree or diploma in a relevant field or an acceptable combination of education and experience.
- Minimum of three (3) years directly related experience, preferably in a residential community environment with administrative responsibilities.
- Previous experience working with databases, data entry, and web page development.
- Previous experience as an on- or off-campus student at CBU and an understanding of student issues and needs would be considered an asset.
- The ability to work independently and respond to a variety of situations in a non-confrontational manner.
- Ability to communicate effectively with students and staff.
- Experience working with a culturally diverse population would be considered an asset.
- A good understanding of the local area and rental market.