Title: Housing Officer  
Office of Residence Life  
Graduate Position  
Canisius College

Report To: Matthew Mulville  
Associate Dean of Students/Director of Residence Life  
Office of Residence Life  
2001 Main Street  
Buffalo, NY 14208  
Phone: (716) 888-8300  
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Compensation: Tuition:  
Housing: Furnished apartment/room, cable television, network access and telephone  
Meals: $1350 meal plan per year  
Stipend: $2000 stipend per year  
Benefits: Health Insurance (if needed)

Qualifications: Bachelor’s degree and enrollment in CSPA program at Canisius College; organizational skills; strong interpersonal and communication skills; teamwork orientation; understanding of student development theories.

Terms: Starting date begins August 12, 2020 – May 29, 2021. The Housing Officer position is multi-faceted in meeting the co-curricular needs of a diverse population. This position is a live-in role requiring extensive training, evening work, and weekend time commitments. It is expected that the Housing Officer serve in an “on-call” capacity. (1 year appointment)

DUTIES AND RESPONSIBILITIES:

General:  
1. Maintain 25 scheduled office hours per week  
2. Supervise, coordinate and attend all designated hall openings and closings  
3. Assist in coordinating housing assignments, withdrawals and room changes under the supervision of the Associate Director  
4. Serve on the Housing Selection Committee  
5. Assist in updating and maintaining the Student Portal and social media  
6. Coordinate and implement fire drills and residence hall inspections each semester  
7. Assist with weekly maintenance/housekeeping residence hall tours  
8. Attend Residence Life team meetings, training sessions, staff events  
9. Develop marketing for campus services  
10. Conduct monthly fire extinguisher checks in off-campus areas  
11. Communicate regularly with all Associate and Assistant Directors about areas of responsibility  
12. Assist with Auxiliary Services efforts to include: communication with interested parties, coordination of facility tours, marketing and other duties as assigned
13. Adjudication of residence hall damage

**Community Development**
1. Get to know students individually by being available and accessible
2. Produce social and educational programs for students (i.e. Fire Safety, Tenant Rights, Alcohol/Drug Prevention, Safety/Theft Prevention)
3. Assist in college wide programs
4. Communicate as necessary with Advisors and Community Coordinators of the Living Learning Communities
5. Advise the Residence Hall Association to include; attending weekly meetings, attend national conference, support, guide and assist with programming initiatives and residence hall advocacy.
6. Serve as an academic mentor for a caseload of students by meeting weekly to create goals and plans for academic success in the areas of time management, study skills, and campus engagement.

**Crisis Intervention:**
1. Respond to emergency and crisis situations in conjunction with other campus offices: Public Safety, Counseling Center, and Student Health

**Other:**
1. Attend weekly department meetings with entire office staff
2. Perform "on-call" responsibilities as per rotations and carry cell phone
3. Develop and implement safety programs
4. Other duties and responsibilities as assigned