

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION SPECIFICATION

APPROVED

DEC 31 1987

Department of Personnel
Administration

I. STUDENT HOUSING OFFICER SERIES:

Student Housing Officer

II. SUMMARY OF SERIES:

Incumbents of positions in this series assign dormitory rooms and authorize room changes; arrange for off-campus housing; maintain standards of safety and cleanliness for student housing; order and distribute supplies and furnishings; arrange room assignments for convention groups; prepare reports regarding housing activities and availability; open and close dormitories; report any problems concerning dormitory security; and perform related work as required.

Basic purpose of this work is to ensure adequate housing facilities for students.

III. ORGANIZATIONAL LEVELS:

Student Housing Officer is a service job.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Assigns dormitory rooms and authorizes room changes by considering class, age and course load of students.
2. Counsels students on roommate problems to maintain good student relationships.
3. Arranges off-campus housing for students by conducting surveys of the area and contacting rental agents and by compiling and maintaining a list of available off-campus housing; and evaluates applications received from students to find suitable rooms, apartments or trailer park facilities that will meet student needs.
4. Maintains standards of safety and cleanliness for dormitories, student apartments or trailer parks by inspecting rooms and campus housing facilities to determine conformance with dormitory regulations.
5. Orders supplies or furnishings for dormitory facilities and schedules the distribution of maintenance materials, dormitory furnishings and housekeeping supplies.
6. Arranges room assignments for convention groups by registering the persons attending who will use university facilities.
7. Prepares reports for the president and dean regarding housing activities, availability and related student problems to forecast and estimate housing needs with reference to future enrollments.

8. Performs all duties related to opening and closing dormitories such as securing and storing equipment.
9. Advises heads of residences of security-related problems concerning doors, windows and exits so that corrective measures can be taken.
10. Performs related duties such as labeling and distributing keys to students.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

None.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with students, rental agencies and college administrators.

VII. SUPERVISION RECEIVED:

Incumbents of positions at this level receive general supervision from administrative or other employees of higher grade who provide policy guidance, assign work and review performance through written and verbal reports for compliance with policy.

VIII. SUPERVISION EXERCISED:

None.

IX. WORKING CONDITIONS

Student Housing Officers work in a typical office environment with no unusual working conditions.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Ability to understand, explain and apply the laws, rules, policies and procedures governing assigned unit activities.
2. Ability to establish rapport, maintain harmonious working relationships and deal effectively with persons from varied ethnic, cultural and/or economic backgrounds.
3. Ability to work independently.
4. Ability to follow oral and written instructions.
5. Ability to give oral instructions in a precise and understandable manner.
6. Ability to record accurately information which is provided orally.
7. Ability to gather information by examining records and documents.

8. Ability to write concisely, express thoughts clearly and develop ideas in logical sequence.
9. Ability to prepare general reports.
10. Ability to maintain accurate records.
11. Ability to exercise discretion in handling confidential information.
12. Ability to exercise sound judgment.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the laws, rules, policies and procedures governing assigned unit activities.
2. Knowledge of the types and availability of public and private organizations which provide housing services.
3. Knowledge of placement, referral and related sources available for providing housing.
4. Knowledge of the factors, trends and characteristics of the local housing market.

XII. MINIMUM ENTRANCE REQUIREMENTS:

None.

XIII. SPECIAL REQUIREMENTS:

None.

Occupational Group 39

Revised 12/87

