Position Summary: The Seminary Housing Coordinator (SCH) provides administrative support for the Student Services Office by coordinating student housing for incoming and outgoing seminarians and their families and other graduate students as needed. In addition, the SCH will explore ways to foster community life for seminary residents. The SCH will also be an ex-officio member of the Seminary Student Leadership Team.

Essential Responsibilities:

Provide administrative support to the Office of Student Services including:

- Receiving housing applications and assigning seminary and graduate student housing for incoming seminary and graduate students including, arranging the preparation of units, the securing of keys and updating of information to integral constituents.
- Writing reports and maintaining accurate data (monthly) of current residents for Physical Plant and University administration.
- Sending projected occupancy reports for the upcoming academic year to the Vice President of Administration and Finance.
- Processing housing deposits and making rent adjustments.
- Coordinating and participating in pre-move-in inspections.
- Preparing timely financial reports for the Vice President of Administration and Finance, which show the estimated income from housing under the SHC's responsibility.
- Acting as the liaison between Physical Plant, the Dean of Students, the seminary student body, and the Vice President of Administration and Finance.
- Being responsible for minor maintenance in units.
- Giving housing tours for prospective students.
- Being the on-campus contact person for campus security in case of emergency.
• Navigating housing capacity including assessing availability for other NPU students.
• Mediating with students as/if issues arise.

**Provide community leadership to residential students**
• Work with the Dean of Students to explore ways to foster community life for residential students.
• Foster community building with programmatic and formational components
• Develop strategies to help transition and acclimate new students to campus

**Essential Qualifications:**
• Fulltime Seminary student at NPTS
• MDIV/ Dual degree preferred
• Minimum two years office experience required
• Working knowledge of word processing and computer spread sheet systems especially MS excel
• Ability to effectively communicate with supervisor, administration, students, faculty, and visitors
• Available over summers and breaks
• Ability to promote and maintain the highest level of confidentiality
• Ability to work as a team player
• Ability to be flexible
• Preference given to student who is available for three years
• Commitment to and understanding of the missions of North Park Theological Seminary
• Personal commitment to North Park’s mission of Christian higher education.

**Effective Date:** May 2021

*NOTE:* Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.