



Student Life Office and Housing Manager

Point University is a private liberal arts institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Student Life Office and Housing Manager is a full-time position with benefits which reports to the Dean of Students.

Responsibilities and Primary Activities:

- Provides exceptional customer service to housing inquiries.
- Coordinates all Student Life-related billing with Student Services, including room and board costs, housing deposits, housing damages and disciplinary fines.
- Receives all housing applications and manages room assignments with the assistance of the Residence Life team.
- Supports enrollment and orientation efforts/events while serving as a resource to potential students and their families.
- Maintains housing databases, contracts and other housing-related documentation.
- Ensure timely communication with Residence Life team and property managers to maintain physical condition of university properties.
- Assist the Residence Life team in facilitating semester health and safety inspections, monthly room checks, regular fire drills and other duties related to the safety of the residential community.
- Serves on the Residence Life Committee which address residential exemption requests.
- Responsible for the day-to-day organization and administrative support of the Student Life office, including supervision of student workers.
- Assists the Dean of Students/Associate Dean of Students with budget and disciplinary tracking, scheduling meetings, and coordinating logistics for large projects.

Minimum Qualifications:

- Bachelor's degree or equivalent work experience.
- 3 to 5 years administrative/office management experience, housing-related experience desired.
- Outstanding customer service skills
- Excellent written and oral communication skills
- Demonstrated strong organizational and administrative skills
- Advanced Proficiency in MSOffice

Preferred Qualifications

- Experienced with collegiate athletes, minorities and first-generation college students.