**Job Title:** Neighborhood Housing Coordinator  
**Classification of Position:** Student Affairs Program Coordinator - LTE  
**Name/Address of Employer:** Neighborhood Housing Office  
Student Union WG85  
2200 E Kenwood Blvd  
Milwaukee, WI 53211

**Job Description**
The Neighborhood Housing Coordinator oversees the day-to-day operations of the Neighborhood Housing Office, supervises student employees, and supports programs and initiatives in alignment with Neighborhood Housing mission and learning outcomes.

**Job Duties:**  
**Primary Duties**  
- Hire, train, supervise, and evaluate student employees  
- Oversee customer service and procedures necessary for day-to-day function of office including data and expense tracking  
- Oversee educational event and program planning coordinated by student employees  
- Coordinate off-campus behavior follow-ups  

**Approx. Percent of Time Applied Over One Year**  
45%  
20%  
20%  
5%  

**Additional Duties**  
- Assist with External Relations initiatives, including but not limited to the Speakers Bureau, Panther Families Association, Neighborhood and Visitor Relations, and other special events (Summerfest, State Fair, Family Weekend, etc.)  
- Special projects and other duties as assigned

**Qualifications & Education Requirements:**  
- Bachelor’s degree  
- Must commit to a 1 year contract  
- Possess excellent written and interpersonal communications skills  
- Ability and interest in taking initiative and independently solve problems within the scope role  
- Strong organizational skills and the ability to exercise discretion and maintain confidentiality  
- Ability to interpret and utilize a constant, large amount of information in fast-paced environment  
- Have the ability to maintain effective working relationships with other campus departments and external constituents

**Preferred Qualifications & Skills:**  
- Interest in Student Affairs, Higher Education or related career field  
- Former UWM student or familiarity with UWM’s campus  
- Experience as tenant in the City of Milwaukee, with supervision or leadership role, and customer service.  
- Experience with Wordpress, Indesign, Adobe, FERPA, Social Media, fundraising/sales, and Qualtrics  
- Be energetic, possess a strong work ethic, be self-motivated, reliable, empathetic, and have a strong desire to help their students, co-workers, and other customers

**Department:** External Relations/Neighborhood Housing  
**Supervisor Name:** Alyssa Conrardy  
**Supervisor Phone/Email:** 414-251-7276  
**Length of Employment:** 1-year contract