**Position**: Administrative Coordinator
**Hours:** 10:00 am- 6:00 pm, Monday- Friday (full-time, non-exempt)
**Accepting resumes and cover letters until:** October 17th

### Overall Job Description

College Houses is a self-sustaining nonprofit that uses member dues to perpetuate our mission of providing affordable housing for students in the Austin area. The Administration Coordinator will be the first contact that potential members have with our organization when beginning the application process. This positions demands superior member services in regard to promptness in communication, attention to detail, and empathy for potential and current members' needs. The Administrative Coordinator is critical because they show our members that College Houses is organized, professional and welcoming. When members have a good experience with the application, contract and waitlist processes, they enter their co-op with a positive impression. This position has the opportunity to make life a little easier for someone by simplifying a process that many of our members have never experienced: living on their own and taking care of themselves.

### Key Responsibilities:

1.   **Office Management**
- Supervise Members providing office labor
- Maintain office, supplies and equipment
- Coordinate with Executive Director for necessary equipment
- Maintain fax, copier and voicemail

2.   **Administrative Duties**
- Provide support to the leadership staff to prepare for Board and Subcommittee Committees meetings and take minutes.
- Update, maintain and distribute as necessary: Distribution lists, Officer lists, Board and Subcommittee minutes, Student status, other lists and data as required.
- Maintain master application lists and files
- Process applications as appropriate
- Communicate with Membership Coordinators at each house for application acceptance status
- Send confirmation email to all potential members

3.   **Lease Contract Coordination**
- Maintain current member database
- Provide potential members with resources necessary to sign a contract
- Perform criminal background checks on potential members
- Coordinate with accounting for accuracy
- Coordinate with houses for accuracy
- Maintain master room charts

4.    **General Reception Activities**
- Help create a welcoming atmosphere for members, officers and staff
- Maintain a professional environment for visitors, including applicants, parents, vendors.
- Sort and distribute mail and notify members when packages arrive
- Answers emails from website or direct to appropriate staff
- Accept rent payments from members

## Office Environment
Our office is a cooperative, collaborative environment that can be very active at times. We expect our staff members to be friendly and helpful to our members, and to continually strive to make our organization better.

## Skills & Requirements
- B.A. or B.S. degree
- Dedication to College Houses' mission
- Proficient in Microsoft Office suite
- Experience working and communicating with a team
- Excellent interpersonal skills
- Ability to multitask and switch between tasks quickly

To apply please email cover letter and resume to Angela Atwood at angela@collegehouses.org or mail to 1906 Pearl St. Austin, Tx78705, or fax to 512.476.1743. No phone calls, please.