



Housing Coordinator Inter-Cooperative Council at the University of Michigan General Overview Description

General Statement

The ICC is a student owned and operated housing cooperative of which both residents and staff are members. All employees work closely with a student Board of Directors. The Front Desk Coordinator is a part-time position working up to 25 hours per week to help lead front desk operations and assist with the marketing of the ICC.

The Coordinator is responsible for **assisting the Director of Housing Services (DHS) in all housing operations**. The Coordinator is the first service provider for members, prospective members, and the general public who contacts the ICC in person or by phone or email – and will keep the front desk area neat and clean to make a good impression on people coming to the office. The Housing Coordinator will maintain an excellent filing system for contracts, forms, and all other front desk systems. This staff team member will also be responsible for receiving and processing payments for shares, fees and monthly charges and will work with the ICC database Rent Manager. The Coordinator works with and sometimes supervises member assistance.

The Housing Coordinator will partner with the DHS to **assist with the marketing of the ICC** from a marketing plan. In partnership, the Coordinator and DHS will help update information on the ICC website and assist with other marketing projects. The Coordinator will serve as the staff liaison to the Recruitment Committee in the absence of the DHS or as assigned by DHS and assist and support the ICC's marketing campaign.

Specific Duties (full description available at www.icc.coop.)

- 1. First contact for members, prospective members, and the general public**
- 2. Contract for spaces in ICC houses**
- 3. Maintain excellent filing systems**
- 4. Handle other front desk operations**
- 5. Work with and supervise office labor**
- 6. Maintain front desk area**
- 7. Assist Director of Housing Services as needed**
- 8. Marketing-Related Duties (with the DHS)**

Pay rate

Estimated hours worked: 25 hours/week (actual hours to be determined). Pay rate is \$15.00/hour (raises possible based on performance and duration position). The ICC offers opportunities to enroll in a flex spending account and/or supplemental insurance (Aflac).

Please submit a cover letter and resume via e-mail to dhs@icc.coop or to address 337 E. William St., Ann Arbor, MI 48104. Applications are due by June 30, 2016 and will be considered on a rolling basis.

The ICC is an Equal Opportunity Employer