

# JOIN OUR TEAM!

## APPLY TO BE A RESIDENTIAL FACILITIES COORDINATOR

### ROLE DESCRIPTION

- Serves as the point of contact for customers seeking support and information from Housing Facilities.
- Provides operational and logistical support to the department by coordinating work orders, registering long-term contractor access, database management, daily office operations and coordination of appropriate ePro requests including quotes and invoices

### QUALIFICATIONS

- Two (2) years related work experience
- High School diploma or equivalent
- Familiar with request for proposals (RFPs) and request for quotes (RFQs) preferred
- Familiar with ePro, StarRez, ChangeGear or similar software packages preferred



## BENEFITS



Health Care, Dental and Vision

Paid Time Off



Retirement

KSU Perks Program



**CLICK HERE TO APPLY TODAY!**



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UNIVERSITY**  
CAMPUS SERVICES  
Housing and Residence Life