JOB SUMMARY

Works closely with the Assistant Director in Residential Life in administering Housing and Residential Life policies and procedures of the student conduct system. Mediates roommate conflicts and acts as a liaison to other departments related to student conduct. Creates reports and tracks the violations and additional learning opportunities for students who are responsible for the University and Residence Life policy violations. Coordinates administrative processes including: health and safety inspections; key inventories; check-in/check-out processes; and room reservations.