

Q Housing Coordinator Job Description

Job Title: Housing Coordinator

Reports To: QAC Executive Committee

Prepared By: Chad Lynn

Prepared Date: 06/01/2007 Updated 07/25/2009

SUMMARY The main responsibility of this person is handle the housing process. This includes securing adequate housing areas, making room assignments, working with the site housing coordinator, verifying housing is prepared ahead of time and handling key collection..

SUGGESTIONS

1. This person should get started in the initial stages of planning for each event in terms of identifying adequate housing space
2. This person needs access to the housing setup on the registration website

TIME COMMITMENT

Pre-Event Approximately 40-60 hours working with the registration coordinator to make room assignments and communicate those assignments to the site housing coordinator.

Event The day before and the day of registration will involve a lot of hours making sure the rooms are ready and getting the participants their keys and into their rooms. During the event there will be 2-3 hours a day helping with problems such as lost keys, room changes, etc.

Post Event Approximately 6-8 hours working on key collection and billing for missing keys.

Total commitment: Approximately 125 hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Pre-Tournament Duties

1. Get list of requirements for registration. What information needs to be collected
2. Get list of housing requirements.
3. Get list of prices from event director
4. Modify website to account for requirements received above
5. Create additional reports as needed and requested by tournament director or housing director

Tournament Duties

1. Manage website in coordination with registration director during the registration process

Post-Tournament Duties

1. Communicate with Web Server administrator to save a copy of the db and website.
2. Evaluate website and consider changes for next time

QUALIFICATIONS

- Must be able to work with others to effectively complete tasks assigned and be willing to accept responsibility given proper authority.
- Must be able to allocate time to work with the tournament director and executive committee prior to the event.
- Must have a great attitude and a can do philosophy.
- Must be willing to accept responsibility for independent work assignments that may include other members of the quiz staff, before, during and after the event.
- Must realize the importance of securing the best facilities and equipment possible.
- Must understand the need for staying on schedule and meeting milestones and deadlines.
- Should be able to recognize the strengths and weaknesses of others with whom they are working and use that knowledge to encourage and pray for those people.

LANGUAGE AND COMMUNICATION SKILLS

- Ability to read, analyze, and interpret documents.
- Ability to effectively present information in written and oral form and respond to questions from NYI staff, tournament director, executive committee, QAC and event staff.
- Must be prepared to interact daily with campus facility staff and participants.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to make quick adjustments to established schedules to solve unexpected problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.