

**University of Wisconsin Platteville**  
**Operations Coordinator, Student Housing**

The Department of Student Housing is seeking applicants for the position of Operations Coordinator. This is a full-time, professional staff position that has responsibilities related to residence hall facilities, residence life and Student Affairs technology, business operations, residence hall camps and conferences, and serves as administrative liaison to the Residence Hall Association (student governance group). The residence life program serves 2700 students in ten residence halls and several visiting faculty apartments.

A Bachelor's degree is required. Masters degree (i.e. Project Management, Computer Science, College Student Personnel Administration, Higher Education) and/or experience in related field is considered an asset. Candidates must demonstrate a commitment to or experience with racially diverse populations and an awareness of and sensitivity to diverse student populations. Three or more years of full-time, progressively responsible experience in areas outlined in position description in a university residential setting or equivalent is required.

Required areas of specialization include awareness of and experience working with data management software and technology applications, web use and development; ability to articulate and manage facility needs and issues; crisis intervention procedures and implementation; experience working with student groups; and knowledge of student life. Skills needed include: demonstrated organizational and administrative skills; strong and effective verbal, written and interpersonal communication skills; problem-solving skills; ability to organize processes; desire to assist student organization with commitments to regional and national associations. Successful candidate must demonstrate ability to provide vision within areas of responsibility and work effectively with students and staff. Position may involve some travel, evening and weekend work.

The Operations Coordinator works under the direct supervision of the Director of Housing, with components delegated to the Assistant and Associate Directors of Housing. This is a full-time, 12 month appointment. Annual salary for this position is \$40,526. A complete position description can be obtained by contacting the Student Housing Office at (608)342-1845 or at <http://reslife.saf.uwplatt.edu/housing>.

To ensure full consideration, complete applications should be received by June 29. Applications will be accepted until the position is filled. The position will begin in August, 2010. A complete application includes a letter addressing your qualifications; current resume; a separate written statement that addresses the diversity requirement; names, phone numbers and e-mail addresses of three individuals who can address candidate's ability to meet the required qualifications and position responsibilities. Candidacy will not be continued if these materials are not received by the time of review of application materials.

The preferred method of submission is via e-mail as a PDF or Word document to: [housing@uwplatt.edu](mailto:housing@uwplatt.edu)

Mailed submissions may be sent to:  
Administrative Assistant of Search Committee  
Student Housing Office  
1 University Plaza, 1 W Royce Hall  
Platteville WI 53818  
(608)342-1845  
(608)342-1847 (FAX)  
<http://reslife.saf.uwplatt.edu/housing/>

One of 13 comprehensive universities in the University of Wisconsin System, UW-Platteville is located in Platteville, Wisconsin, a community of 10,000 situated in southwestern Wisconsin 70 miles southwest of Madison. The university enrolls approximately 7500 undergraduate and graduate students. See our website at [www.uwplatt.edu](http://www.uwplatt.edu).

The University of Wisconsin Platteville, an equal opportunity, affirmative action employer, seeks to build a diverse faculty and staff and encourages applications from women and persons of color. The names of nominees and applicants who have not required in writing that their identities be kept confidential, and of all finalists, will be released upon request. Employment will require a criminal background check.

In compliance with the Clery Act of 1998, the University of Wisconsin-Platteville Crime Statistics Report is available at <http://www.uwplatt.edu/police/crimestats.html>. Call the UW-Platteville Campus Police at 608-342-1584 for a paper copy of the annual report.