Attachment “A”

[CHAPTER IX, SUBCHAPTER 4, PART 7: Housing Coordinator]

The Housing Coordinator shall:

1. Be hired by the president and vice president.
2. Receive intern compensation (25% of tuition).
5. Actively partner with the Communications Director and Intergovernmental Affairs Commission to promote Student Senate housing resources.
6. Work with the Intergovernmental Affairs Intern and Director to coordinate neighborhood block parties and other Intergovernmental Affairs Commission events related to off-campus student housing.
7. Meet with the Director of Housing and Residence Life or their designee at least once per month.
8. Attend all Residence Hall Association General Assembly meetings.
9. Act as Student Senate Liaison to RHA.
10. Organize a week of tabling in the second or third week of September to educate on-campus students about moving off campus and their rights as renters.
11. Give weekly reports at the general Senate meetings.
12. Hold one regular office hour each week outside of meetings.
13. Actively work to create ways to educate students on student housing, both off- and on-campus, including tenants’ rights.
14. Create and review housing resources guide each year to be dispersed to students.
15. Complete all other tenant related duties assigned by the president and/or vice president.