

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: LEASING COORDINATOR

Reports To: Designated Supervisor

UW Job Code: 7353

UW Job Family: 32 – Administrative Support

SOC Code: 11-9140

FLSA: Non-exempt

Pay Grade: 19

Date: 2-1-22

JOB PURPOSE:

Coordinate the leasing, operating and maintenance of rental housing for the University. Assist in the resident development activities for current & prospective tenants and provide office support for the housing management area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain relationships with existing tenants follow compliance guidelines, document work orders & coordinate with UW Operations.
- Maintain the appropriate systems for sound tenant management; including entering and maintaining all tenant information.
- Independently work to place applicants in requested units and complete leasing process.
- Analyze availability to offer alternative placements as necessary.
- Assist in marketing and leasing by showing units to prospective tenants, and processing applications and pertinent information.
- At lease end, process the lease checkout statement. Coordinate with Maintenance/Custodial to assess move-out damage charges and Business Office to ensure timely return of deposit monies for each leaseholder.
- Create statements for each checkout procedure, verifying account payments and balances due.
- Process and track lease renewals/recertification, and assist with move-out procedures.
- Manage the receipt and record-keeping of rental fees and payments, and post nonrecurring charges to residents' accounts.
- Successfully organize and coordinate office operations and procedures to ensure organizational effectiveness and efficiency for the rental portfolio, including implementing office standards, policies, and procedures and maintaining related office equipment, filing systems, and office supply inventory.

- Maintain and manage the database.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- May compile data for preparing estimates.

COMPETENCIES:

- Analysis/Problem Identification
- Attention to Detail
- Service Orientation
- Independence
- Judgment

MINIMUM QUALIFICATIONS:

Education: **Associate's degree in equivalent field or discipline**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- University rules and regulations.
- Customer service principles, techniques, systems, and standards.
- Contract language, processes, and procedures, including contract development and dissolution.
- Departmental computer technologies, including system requirements, functions, upgrades, additions, and new hardware and software developments.
- Safety and emergency processes, procedures and guidelines.
- Analysis techniques.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Effectively resolve problems.
- Effectively supervise staff and students.
- Manage time effectively.
- Communicate in a diverse environment.
- Use computers, preferably in a PC, Windows-based operating environment.
- Work effectively with a wide range of constituencies in a diverse community.
- Develop and maintain recordkeeping systems and procedures.

WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.