

Housing Controller

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Company: American University Of Sharjah

Location: sharjah

Category: other-general

Ensure all residential students check in before curfew and address any needs required by the students at night. Work with Complex Managers, Residential Hall Coordinators, Resource officers, Resident Assistants and other units on campus to create a strong community in the complex. Provide a friendly environment for the residents. Ensure the safety and well-being of our students during the night hours. Oversee the safety and security of resident students with the Residential Life Resource Officers and RHCs. Address potential cases of students not reporting to the halls after curfew. Follow-up on hall maintenance, and other issues reported to OPD/IT/Facilities at night. Monitor visitors and provide access only to those allowed under department policy. Manage student conduct issues as noted in the residential policies and student handbook, working with the Complex Manager to document inappropriate behavior. Play an active role in move in and move out procedures which includes assignments, charges, transfers and cancellation. Welcome students and handle check-in, meet and greet, and provide support to the SRLD staff. Handle administrative requests and correspondence such as curfew management, access cards and maintain student records using housing management system. Ensure students understand the rules, regulations, facilities and services to students through direct communication and flyers/posters. Refer students when necessary to the proper resource on campus, university health care, student counseling, academic support center, etc. Assist in fire drills supervision and any other request from security and emergency management.

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