

**University Student Housing, LLC**  
**Project Assistant**

*University Student Housing, LLC, a non-profit organization and subsidiary of the WCU Foundation, supports the goals of West Chester University by developing and operating exemplary living and learning communities for the individual and educational enrichment of students.*

University Student Housing, LLC, a non-profit organization that manages on-campus housing for West Chester University, is seeking an experienced **PROJECT ASSISTANT**. This is a fast-paced, results-driven environment with a team-oriented atmosphere. The Project Assistant provides support to the Director of Operations of University Student Housing, LLC, in order to achieve successful completion of operational and resident services goals for USH.

**Essential Job Functions:**

- Provide project support including research, organization of information and materials, preparing communications, completing executive level summaries, coordinating efforts with campus partners and assisting with projects in order to meet designated timelines.
- Manage and oversee execution of vendor contracts and other agreements. Negotiate with vendors and suppliers for competitive pricing.
- Assist with facilities capital planning by organizing and maintaining capital planning software and ensure timelines and project goals related to facilities capital planning are met.
- Collaborate and work with the Community Managers and Leasing Advisors to assist with bringing tasks to completion. Tasks assigned will vary depending upon the time of year and the operations and resident services timelines.
- Respond or assist in emergencies, including following all emergency protocols.
- Work assigned on-call duty shifts in the scheduled rotation.
- Act responsibly and professionally to promote the comfort and privacy of all residents and to maintain the successful operation and security of the communities.
- Contribute to team effort by accomplishing related tasks and other duties as assigned or needed.

**Requirements**

- Bachelor's Degree preferred or any equivalent combination of training and work experience that provides the required knowledge, skills and ability.
- Minimum of two years in a professional office environment.
- Must demonstrate a strong customer service focus to foster cooperative relationships both internally and externally.
- Ability to multitask, work well under pressure and work efficiently to meet strict deadlines
- Ability to work well with all levels of internal management and staff.
- Effective oral and written communication skills.
- Adept at handling sensitive and confidential information.
- Strong knowledge of Microsoft Office Programs (Word, Excel, and Power Point).
- Have analytical and critical mindset for making best business and financial decisions while being able to coordinate and facilitate team communication.

We are proud to offer a competitive salary of \$45,000/year and a full benefit package such as paid time off, medical, dental and life insurance, and employer contribution to retirement plan. For details on available benefits, please refer to the Benefits Summary on our website [www.wcufoundation.org/employment](http://www.wcufoundation.org/employment).

Please complete an application and submit a resume, letter of interest, salary requirements, and at least 3 references (including name, title, working relationship, phone number and email address) to our website at <https://ush.wufoo.com/forms/university-student-housing-employment-application/>. Review of applications will begin immediately and will continue until the position is filled.

Local applicants are strongly recommended.

University Student Housing, LLC is an Equal Opportunity Employer. Applicants for positions are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability, sexual orientation or any other protected characteristics established by law.