

**DAWSON COMMUNITY COLLEGE  
POSITION DESCRIPTION**

**TITLE:** Campus Property Coordinator  
**DATE:** March 2025  
**SUPERVISION RECEIVED:** President

**DEPARTMENT:** Administrative/Housing/Facilities  
**FLSA STATUS:** Exempt, 12 months  
**SUPERVISION EXERCISED:** Student Employees;  
Work Study Students;  
**SALARY RANGE:** \$42,000

**POSITION NUMBER:** \_\_\_\_\_

**\*\* WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE \*\***

**SUMMARY OF WORK:** The Campus Property Coordinator is responsible for the administrative coordination of the use, scheduling and planning for all of DCC's facilities. This position does not bear managerial responsibility for facilities, but rather coordinates and collects information used by decision makers in various departments such as finance, physical plant, and student success. Facilities involved include residential buildings that house students as well as spaces leased to third-party tenants; classroom, lab and office spaces; athletic and performing arts facilities; dining facilities and various other indoor and outdoor spaces. The CPC will work with the president, physical plant director, dean of finance, athletic director, residence director and others to ensure these facilities are well-maintained, safe, and functional. This will include, but not be limited to: housing assignments, custody of keys, developing plans for annual cleaning and maintenance of housing facilities, facilitating medium-term planning of facilities, budget tracking, maintenance ticket life cycle, prioritization of facilities planning, soliciting bids, and ensuring compliance with safety regulations, as well as various administrative tasks as directed by the president such as scheduling and coordinating short-term facility rental, setup and teardown, and acting as a primary point of contact for facility related issues.

**EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:**

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

**JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY:**

- Exceptional ability to organize and efficiently work on a wide variety of tasks.
- Ability to work independently without direction when on projects and tasks.
- Ability to evaluate and understand project logistics, budgets, bids and other information to make informed recommendations to decision makers.
- Assists the Physical Plant team to organize the maintenance, upgrades, etc. of physical spaces, ensuring a safe, clean, and functional environment.
- Receives, manages, and processes work order requests; ensures problems are resolved quickly.
- Coordinates the student housing life cycle, such as processing housing applications, assigning student rooms, overseeing keys, housing budget and purchases, as well as maintaining the student housing records including check-in and check-out process. (Using Jenzabar software when available.)
- Acts as liaison between employees and any outside contractors needed to resolve specialized problems.
- Assist in drafting preventive maintenance schedules for buildings and equipment.
- Ensures safety standards are followed throughout facility.
- Participates on emergency preparedness planning team.
- Applies, or assists with application, for required permits.
- Maintains inventory of supplies; reorders as needed.
- Excellent verbal and written communication skills.

- Proficient in Microsoft Office Suite or related software necessary to create and maintain reports and logs, including proficiency in Excel or similar spreadsheet software.
- Ability to perform well in a fast-paced environment, including the ability to work effectively with in emergent conditions.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority is an individual, who by virtue of their college responsibilities and under the Clery Act, may receive and is required to report any criminal incidents brought to their attention to the Dean of People & Culture so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Performs other administrative duties as assigned.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.**

**Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**This institution is an equal opportunity provider.**

**Required Qualifications:**

- Bachelor's degree in Business Administration or a combination of education and experience in property management and/or business management.
- High level of professionalism and confidentiality.
- Experience in public relations.
- Sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Must be able to take initiative and work independently as well as part of a team.
- Valid Montana driver's license.

**Physical Requirements:**

- Prolonged periods of sitting at a computer as well as standing and walking throughout facilities.
- Must be able to lift up to 50 pounds at times.
- Must be able to bend, lift, stretch, climb, and crawl as needed.
- Must be able to perform work in a variety of weather conditions.

**COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of all college transcripts
- Three professional references (names, addresses, and phone numbers).

**INQUIRIES MAY BE DIRECTED TO:**

**Human Resources Department [hr@dawson.edu](mailto:hr@dawson.edu)  
406-377-9430**

**Qualified protected class individuals are encouraged to apply.** Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work as well as information to conduct a background check.

**Nondiscrimination Policy:**

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.

**Telephone:** (406) 377-9412. **Email:** dnyberg@dawson.edu.. **Mailing Address** Daisy, Title IX Coordinator, 300 College Drive, Glendive, MT 59330