

# MSU Student Housing Cooperative, Inc.

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541 East Grand River Ave, Suite 6 • East Lansing, MI 48823

PHONE (517)355-8313 • FAX (517)355-9576 • EMAIL [coop@msu.edu](mailto:coop@msu.edu)

## Position Available at the MSU Student Housing Co-op

The MSU Student Housing Cooperative (SHC) is a student run not-for-profit housing organization. We provide quality housing, community building opportunities, and life skills to more than 200 student members.

## Interim Executive Director

**Starting Salary: \$30,000 - \$38,000**

**Application Deadline: January 29th, 2010**

**Job Begins: March 1<sup>st</sup>, 2010**

*The SHC is now accepting applications for a full time Interim Executive Director. The Executive Director works with the student board of directors to oversee all aspects of a 14 location community housing business. The Executive Director is responsible for the financial management, physical upkeep, and continuous staffing of the organization. Responsibilities include staff supervision, volunteer coordination, officer training, strategic planning, public relations, and regular reporting. The Executive Director is also the in-house accountant for the housing cooperative. The Interim Executive Director will be responsible for restructuring the staff, hiring a permanent Financial Manager, and hiring a permanent Executive Director. This is a twelve month position.*

## Required Skills

Applicants must be trained and experienced with double entry accounting practices. Additionally applicants are expected to have experience with nonprofit or small business administration, staff management, organizational budgeting, strategic planning, board relations, and should excel at maintaining a productive relationship with co-op members and leadership. Excellence in communication is a must, as are strong time management skills, and the ability to work independently.

An ideal applicant has training and prior job experience in the following areas:

- Accounting
- Business Administration
- Human Relations
- Education
- Property Management

Applicants must enjoy working with young adults.

## Benefits & Compensation

SHC offers a competitive salary, generous benefits, and a great working environment. Benefits include:

- Health and Dental Care
- Maternity/Paternity Leave
- Retirement Plan
- Paid Holidays, Sick Leave, and Vacation

## Application and Deadline

Prospective employees should submit a resume and cover letter no later than Friday, January 29th. Resumes may be submitted in person, electronically, or via fax.

MSU SHC is an equal opportunity employer. We believe that our cooperative values call for a diverse and inclusive world.

## Job Description

A general description of responsibilities from the SHC Code of Operations follows:

### **5.02                      Executive Director**

- 5.02.01            The primary purpose of the Executive Director of the MSU-Student Housing Cooperative, Inc. (MSU-SHC) is to execute the directives and policies set by the membership of MSU-SHC in its By-Laws and Articles of Incorporation and the directives and policies set by the MSU-SHC Board of Directors as stated in this MSU-SHC Code of Operations and at Board meetings. The Executive Director is the corporate in house accountant, the chief financial officer, and provides guidance and advice to the members making up the Executive Committee and Board of Directors.
- 5.02.02            The Executive Director shall work under the immediate direction and supervision of the MSU-SHC President.
- 5.02.03            The Executive Director shall be a non-voting member of the Executive Committee.
- 5.02.04            The Executive Director may not serve as any major officer of the MSU-SHC except to fill a need as explicitly directed by the Board.
- 5.02.05            The Executive Director may take such actions as are necessary to continue the functioning of MSU-SHC in the absence of the officers in charge, when the Board designates oversight authority.
- 5.02.06            The Executive Director shall be non-partisan in SHC affairs and may not

represent or advocate any member House on the Board or on any SHC committee.

5.02.07

The **General Responsibilities** of the Executive Director shall consist of:

- a) Assisting the officers, staff, and Board Reps in the yearly corporate planning process, i.e. at special planning retreats and at special planning meetings.
- b) Establishing annual goals and objectives and present them in written form to the Executive Committee and the Board October and May of each year.
- c) Coordinating and supervising the performance and responsibilities of all staff persons.
- d) Advising the Board and obtaining the advice of an attorney on all legal matters concerning SHC. Officers shall be invited to attend all legal conferences.
- e) Issuing a comprehensive annual report concerning the overall functioning of the Corporation to the Board or as the Board requests, in conjunction with all committee chairs.
- f) Coordinating the following SHC activities:
  - i) Overseeing SHC property finances and informing the Corporate Treasurer as problems arise.
  - ii) Ensuring that all member contracts and other member agreements are negotiated in a timely manner, that all prospective members sign contracts prior to occupancy, and that all the terms of the contracts for membership, particularly the financial, are understood by all parties.
  - iii) Coordinating house maintenance and improvements in conjunction with the Executive Vice President.
- g) Assisting Officers in investigating development potential for MSU-SHC.
- h) Performing public relations duties in coordination with all Officers, and acting as a liaison between SHC and other cooperative organizations and community entities.
- i) Assisting in the training and education of Officers and Staff, and assisting the Officers in coordination of committee functions.
- j) Taking the initiative in proposing direction, programs, and planning to the Executive Committee and the Board.
- k) Preparing relevant information for Board decisions, as requested or suggested by the Board.
- l) Undertaking other duties as directed by the Board.
- m) Assisting the EVP, MC and the Physical Development Committee in recommending, creating and implementing necessary capital improvement and maintenance projects on SHC member Households.
- n) Provide a written staff report for each Board pack.
- o) To enforce the anti-discriminatory and anti-harassment policy (refer to Title 1.16 for details)

5.02.08

The **Financial Responsibilities** of the Executive Director, the Treasurer and/or the Board of Directors, shall consist of:

- a) Supervising and maintaining the Member Accounts in the SHC Co-op Office. This includes designing the member balances system database.
- b) Maintaining a double entry system of accounting for all corporate income and expenses. All accounting through the financial statements and general ledger shall be the sole responsibility of the ED. Financial statements shall be presented to the Board each month and will consist of an income statement showing the variances from the budgeted amounts as well as a balance sheet.
- c) Assisting the Corporate Treasurer in the preparation of the yearly SHC Operating Budget, the presentation of which shall be made to the Finance Committee and finally to the Board in the Spring of each year.
- d) Advising the Board and Officers in relation to all the financial matters of the Corporation.
- e) Coordination of SHC's yearly Financial Audit from start to finish, including:
  - i) Engaging Board approved auditors at the proper time (between October 15th and November 1st ).
  - ii) Ensuring that all the necessary materials for the audit are ready (i.e., year-end and other relevant financial documents).
  - iii) Ensuring that the auditor's report to the Board is seen by all members of the Board in a timely manner, and submitting his/her own written report on the auditor's report to the Board at the same time.
- f) Acting, along with the President and the Treasurer, as an authorized signer on all MSU-SHC bank accounts, and ensuring that the all signature cards and Corporate Resolutions are brought up to date with the election and appointment of each new President and Treasurer.
- g) Monitoring, with the appropriate officers and staff, all corporate expenditures, ensuring that expenditures remain within the budgeted figures and shall notify the Board of any potential over expenditures.

More information about the Student Housing Cooperative, including a complete copy of our Code of Operations, can be found on our website: [www.msu.coop](http://www.msu.coop).

## Contact

For additional assistance contact Adrien Vlach at the Co-op office: (517) 355-8313.

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