New Undergraduate Housing (NUH) is a program administered by R&DE Student Housing Assignments that works with departments and offices across campus to aid in the welcoming of the incoming class to Stanford. NUH Coordinators use their knowledge of and familiarity with student life to assign students to residential complexes and make the best possible roommate matches. NUH Coordinators are key players in the creation of communities in our freshman and transfer residences.

What is the role of the NUH Coordinator?
The NUH Coordinators play a vital role in influencing the first year experience of new freshmen and transfers, while gaining valuable skills in leadership, organization, coordination, and communication. Two NUH Coordinators are jointly responsible for assigning housing and roommates to all new freshman and transfer students.

The NUH Coordinators:
1. Assign housing to incoming students based on individual preferences
2. Coordinate assignments to special residential programs: i.e. ILE’s (SLE, ITALIC) and FroSoCo
3. Provide critical communication with incoming students regarding housing and student life
4. Work closely with New Student Orientation in welcoming students to campus
5. Hand-select roommates for approximately 1700 incoming students
6. Create residential communities in residence halls across campus
7. Delve into the psychology, quirks, and eccentricities of the incoming frosh class

What commitments does the NUH Coordinator make?
The two coordinators work together during the summer and are expected to work through the arrival of frosh in autumn. Applicants must commit for the full term of this position. Coordinators may be invited to assist with training the following year.

The NUH Coordinators may attend some meetings during spring quarter (no more than 5 hours max) to begin training in housing policies and prepare the summer office. Starting June 19th, the NUH Coordinators work full time through September 19th, the day after the frosh arrive.

The NUH Coordinators are paid hourly both during the school year and over the summer. The hourly rate is $17.00 plus free on-campus housing for the summer (coordinators pay the technology fee and house dues, and may be required to buy a meal plan depending on their summer residence location).

What qualities are we looking for in an NUH Coordinator?
• Critical understanding of how people interact  • Ability to deal with the concerns of students and parents  • Strong organization and communication skills (both oral and written)  • Tact and discretion  • Strong interest in team-building and strengthening leadership skills  • Ability to deal effectively with diverse groups of people, including students, parents, faculty, staff, and alumni  • A sense of humor!

What is the application process?
Complete online application by the end of the day on Sunday, April 14th, 2019.

https://stanforduniversitty.qualtrics.com/SE/?SID=SV_1HSQboTzyyHF953

Interviews will be conducted in April. If you have any questions about the NUH Coordinator position, please contact Jennifer Padilla-Wong, Undergraduate Assignments Manager, at padilla-wong@stanford.edu or call 650-725-2969.