Title: Assistant Director, Housing

Pay Scale Group: 18

Essential Function

Under general supervision from the Director of Housing & Food Services, direct and manage the operations of the unit-rental apartment operations, summer conference housing building operations and off-campus graduate and family housing information services.

Characteristic Duties

- Direct and manage the unit-rental apartment operations, including contracting, apartment assignments, resolving resident concerns, follow-up delinquent accounts, managing budget and conducting turnover process in coordination with Facilities Management.

- Direct and manage summer conference housing building operations. (i.e., training staff, supervision of professional resident hall staff and coordination with Conference and Event Services).

- Direct and manage operations and website for off-campus housing referral service by providing information regarding available housing and guidelines for conducting a search for housing.

- Manage the administrative operations of graduate and family off-campus housing.

- Evaluate facility condition and recommend changes and improvements.

- Liaison with university offices to provide services to apartments.

- Prepare information and statistical reports.

- Develop and implement departmental policies and procedures.

- Participate in professional activities and represent graduate and family housing at meetings.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) years experience. Experience must be in housing administration/management or related field. Experience must include at least three (3) years supervision.

New: May 2013