Title: Director, Real Estate Administration

Pay Scale Group: 20

Essential Function

Under general supervision from a designated administrator, provide oversight of the daily operations of real estate services (i.e., acquisition, disposition, leasing and property management) both on and off campus for the University of Cincinnati.

Characteristic Duties

- Oversee the daily operations of real estate services (i.e., acquisition, disposition, leasing and property management) both on and off campus.
- Manage contract negotiations, appraisal review & analysis; title reviews, zoning review presentations, state advisory and compliance processing.
- Responsible for all leasing activities (i.e., contract negotiation, environmental compliance review and market rate analysis).
- Provide budget forecasting; oversee rental budget and asset funding reporting.
- Manage outside consultants; leasing and oversee property management activities for all university owned real estate.
- Develop internal standard policies and procedures for real estate administration to ensure compliance.
- Keep abreast of federal, state and local regulations ad trends that affect real estate.
- May provide direct supervision to exempt and non-exempt staff
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor's degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Business Administration or Real Estate Development and Financing or related field. Experience must include at least five (5) years in real estate brokerage/management, with emphasis in leasing negotiations and analysis of commercial, residential, and industrial land for sale or purchase. Experience must also include at least three (3) years supervision.

Last updated: January 2007