Title: Manager, Graduate and Family Housing

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, direct and manage the operations of the family housing apartment complex and off-campus referral services.

Characteristic Duties

- Direct and manage the apartment complex operations, including contracting, apartment assignments, resolving resident concerns, follow-up delinquent accounts, managing budget and implementing programming.

- Direct and manage operations of 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.

- Develop, maintain and oversee operating budget.

- Prepare information and statistical reports.

- Direct maximizing of rental income.

- Develop and implement departmental policies and procedures.

- Approve assessment of damage charges.

- 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 residence hall or apartment complex management, and counseling/advising students in higher education. Experience must include at least three (3) years supervision.

Last updated: November 2006

An affirmative action/equal opportunity institution