Title: Real Estate Specialist

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, assist with the daily activities related to property management (i.e., leases, property files and tracking system).

Characteristic Duties

- Assist with all activity related to property management to include developing and maintaining a tracking system for property agreements, managing off-campus rental units, etc.

- Administer all university leasing activity (coordinate all lease documents); act as liaison between department and space provider.

- Assist in the acquisition of real estate for the university and the Neighborhood Development Corporations (NDC) for all university operational, endowment and foundation real estate.

- Support the NDC and serve as a liaison between city, state and federal agencies.

- Provide assistance in the sale of all surplus property including endowment, future gifts, to foundation and community-based assets.

- Analyze and forecast budgets for properties; manage/monitor rental of facilities budget; monitor collection and payout of rent.

- Maintain electronic and paper files for university owned or leased properties.

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in Business Administration or Real Estate Development and financing or related field. Must have experience in real estate brokerage/management with emphasis in leasing negotiations and analysis of commercial, residential, and industrial land for sale or purchase. Experience must include at least one (1) year supervision.

Last updated: 1-9-07