AUBURN
Human Resources

Asst VP, Real Estate

Job Description

JOB INFORMATION

Job Code	EA49
Job Description Title	Asst VP, Real Estate
Pay Grade	FOUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/8/2011

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Directs and oversees the corporate real estate activities of Auburn University.

RESPONSIBILITIES

- Directs the university's corporate real estate activities. Negotiates business terms for the acquisition or disposition of real estate and all off-campus leasing, both as landlord and tenant for the University. Negotiates or supervises the negotiation of the business terms for the disposition of all gift property including real estate received through estate or trust proceedings.
- Selects, recommends and supervises real estate brokers and appraiser, as required, to represent the university in the acquisition or disposition of real estate, in all off-campus leasing and in disposition of gift property.
- Develops and implements policies, procedures and short and long-term strategic plans to enhance departmental operations. Analyzes a variety of real estate data to identify trends, patterns and practices in the market to present information, results and recommendations.
- Obtains and reviews due diligence information for the acquisition of real estate for the university including environmental survey, physical survey, physical condition report, structural engineer report and title report.
- Works collaboratively with other Auburn University entities in connection with the acceptance, acquisition, and disposition of real property gifts, real estate, and off-campus leasing.
- Supervises the administration of all off-campus leases including lease payments, consumer price index (CPI) adjustments and all landlord-tenant issues through the term of the lease and the University's portfolio of mineral interests.
- Supervises the management and administration of the documents of ownership for all related assets and the preparation of a quarterly or semi-annual Real Estate Report
- Oversees all matters pertaining to the university's real property taxes including the filing of the tax exemption documentation and the payment of real property taxes for all University-owned property.
- Serves as technical expert for the university community concerning property sales, development and management operations, services, programs and/or projects.
- Develops and administers department budget, oversees installation, administration, maintenance and continuing development of the department's information processing systems and ensures compatibility with university systems.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Juris Doctorate		and	5 years of	Experience in real estate development.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Alabama real estate laws, State and Federal contract guidelines, accounting principles, and zoning ordinances.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.