AUBURN
Human Resources

Exec Dir, Univ Housing

Job Description

JOB INFORMATION

Job Code	NC27
Job Description Title	Exec Dir, Univ Housing
Pay Grade	SR16
Range Minimum	$117,870
33rd %	$153,230
Range Midpoint	$170,910
67th %	$188,590
Range Maximum	$223,950
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/9/2021

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Housing & Residence Life

JOB SUMMARY

Reporting to the Associate Vice President, Student Affairs, the Executive Director for University Housing provides vision, leadership and oversight for the University's comprehensive student housing program accommodating over 4,000 students in on-campus residence halls, leased off-campus apartment complexes, and Property Management Services providing custodial and maintenance support to University Housing and Campus Dining.

RESPONSIBILITIES

- Provides leadership and oversight of departmental strategic planning, budget management, human resources and policy development. Directly supervises the Auburn University Housing (AUH) leadership team, Housing office staff, and the Property Management Staff. Evaluates and assesses staffing needs and provides recommendations for organizational effectiveness. Establishes priorities for recruitment, selection and training for staff. Encourages and supports opportunities for staff professional development.
- Provides direction and oversight of the AUH departmental budgets and the Property Management Services budgets, ensuring sound fiscal operations. Monitors budgets, including reserve balances, bonds, and monthly budget operating statements, and make appropriate adjustments as necessary. Recommends housing rental rates to Student Affairs Leadership. Ensures departmental compliance with existing university and state fiscal personnel policies and procedures.
- Coordinates the development of short and long-range plans for maintenance and improvement of university owned housing facilities. In partnership with Campus Dining, supports the development of campus dining venues. Provides ongoing and deferred maintenance plans to the Student Affairs leadership.
- Manages master off-campus leases of apartment complexes.
- Supports the creation of renovation, refreshment, and capital project plans in collaboration with the Director, Property Management Services and the Director, Campus Dining and Concessions.
- Monitors student housing applications and assignment data to determine the accuracy of projected occupancy of University Housing facilities to meet departmental and institutional enrollment priorities.
- Establishes departmental priorities supporting student learning and success. Fosters and maintains partnerships with campus partners to develop departmental programs and services that affectively complement the education mission, goals, and objectives of the division and the University.
- Evaluates and ensures departmental effectiveness and efficiency through on-going data collection and assessment efforts. Participates in divisional and institutional assessment and evaluation efforts and processes.

RESPONSIBILITIES

- Engages a diverse student body and workforce in fostering a welcoming, supportive, and inclusive environment that promotes connection to campus life. Assists with coordination and monitoring of efforts to help distressed students and implementing programs and services to promote their wellbeing.
- Provides oversight and guidance for the summer conference program, guest and transient housing program, and other activities to ensure a high level of space utilization of housing facilities throughout the year.
- Responsible for developing and maintaining relationships with internal and external constituencies and campus and divisional partners.

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	Supervises others with full supervisory responsibility.

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	
Master's Degree	in Higher Education, Education, Management, Business Administration, or related field.	and	10 years of	experience of progressively responsible professional leadership within student housing and residence life in a university setting. This includes experience in budget planning, personnel management, student development, program evaluation, facilities management, and operations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Extensive working knowledge of housing operations, assignments, residence life functions, student conduct trends, housing and dining trends.	And
Demonstrated ability to successfully perform managerial responsibilities (planning, organizational leadership, budget, personnel, program evaluation, facilities management, operations etc.) in a complex regulatory, legal, policy, and political environment that best meets the needs of the students, department, division, and university.	And
Proven record of staff supervision and motivation while providing organizational leadership; Ability to solve complex issues in University Housing and Residence Life.	And
Demonstrated experience with and the ability to interact with diverse constituents; strong interpersonal/human relations skills; excellent written and verbal communication skills.	And
Knowledge of applicable laws (Clery Act, FERPA, VAWA, Title IX, Fair Housing Act, HIPPA, etc.).	And
Excellent verbal and written communication skills.	

MINIMUM LICENSES & CERTIFICATIONS

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

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.