
Auburn University Job Description

Job Title: **Asst Dir, University Housing**

Job Family: No Family

Job Code: **NC99**

Grade SR10 \$48,800 - \$83,000

FLSA status: Exempt

Job Summary

Directs and leads the daily operations of the University Housing function.

Essential Functions

1. Directs and oversees the coordination of all Housing administrative functions.
2. Advises higher-level administrators on operational matters including, but not limited to, assignment deadlines, logistical issues, and summer camps and conferences.
3. Directs and oversees the preparation and organization of room keys; approves all key issues and card access to residential buildings.
4. Develops and implements residential access policies and procedures in conjunction with Access Control.
5. Acts as a point of contact and liaison with AU Athletics concerning all Housing issues.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Management, Business Administration, or related field.
Experience (yrs.)	4	Experience in property management or housing operations.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of housing operations and management

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, and lifting up to 25 pounds.

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

Date: 6/19/2015
