



JOB INFORMATION

Job Code	NC99
Job Description Title	Asst Dir, University Housing
Pay Grade	SR10
Range Minimum	\$51,790
33rd %	\$63,870
Range Midpoint	\$69,910
67th %	\$75,960
Range Maximum	\$88,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/19/2015

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

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

RESPONSIBILITIES

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

SUPERVISORY RESPONSIBILITIES

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.
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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 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
Bachelor's Degree	Degree in Management, Business Administration, or related field.	And	4 years of	Experience in property management or housing operations.

Substitutions Allowed for Experience	Yes
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Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of housing operations and management

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.

