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## **Auburn University Job Description**

Job Title: **Dir, Univ Housing & Res Life**

Job Family: No Family

Job Code: **NC27**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

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### **Job Summary**

Directs and plans operational and fiscal activities of University Housing and Residence Life.

### **Essential Functions**

1. Directs all planning and fiscal activities related to University Housing and prepares the annual operating budget.
2. Provides public relations services and directs marketing efforts.
3. Develops and implements policies and procedures, establishes priorities and objectives, and generates innovation for University Housing.
4. Oversees on-going University Housing programs, summer camps, and renovations and construction of inventory.
5. Provides assistance with the resolution of student and/or parental housing issues.

### **Supervisory Responsibility**

Supervises others with full supervisory responsibility.

*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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## Auburn University Job Description

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Masters Degree	Degree in Higher Education, Management, Business Administration, or related field
<b>Experience (yrs.)</b>	6	Experience in housing of students on a university campus

#### 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 state and federal contract guidelines, safety codes, and ADA requirements as relates to housing.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 5/26/2015

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