
Auburn University Job Description

Job Title: **Mgr, Housing Operations**

Job Family: No Family

Job Code: **NC51**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

Job Summary

Manages activities associated with establishing and maintaining housing occupancy levels.

Essential Functions

1. Manages the housing application process, monitors applicant database and provides reports related to occupancy.
2. Manages and oversees the process of assigning housing.
3. Coordinates building assignments, initiates billing and serves as the primary point of contact for the Summer Camp/Conference housing program.
4. Collects, prepares and disseminates information concerning housing applications, contracts and assignments.
5. Interprets and enforces the housing agreements in matters concerning terminations of occupancy, roommate conflicts, rental obligations, cancellation deadlines, and other contractual concerns.

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.)	3	Experience in administrative support services

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 sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 1/4/2012
