
Auburn University Job Description

Job Title: **Exec Dir, Univ Housing**

Job Family: No Family

Job Code: **NC27**

Grade SR16 \$107,200 - \$203,700

FLSA status: Exempt

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.

Essential Functions

1. 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.
 2. 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.
 3. 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.
 4. Manages master off-campus leases of apartment complexes.
 5. 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.
 6. 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.
 7. 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.
 8. 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.
 9. 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.
 10. Provides oversight and guidance for the summer conference program, guest and transient
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housing program, and other activities to ensure a high level of space utilization of housing facilities throughout the year.

11. Responsible for developing and maintaining relationships with internal and external constituencies and campus and divisional partners.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Higher Education, Education, Management, Business Administration, or related field.
Experience (yrs.)	10	10 years' 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.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Extensive working knowledge of housing operations, assignments, residence life functions, student conduct trends, housing and dining trends.

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.

Proven record of staff supervision and motivation while providing organizational leadership; Ability to solve complex issues in University Housing and Residence Life.

Demonstrated experience with and the ability to interact with diverse constituents; strong interpersonal/human relations skills; excellent written and verbal communication skills.

Knowledge of applicable laws (Clery Act, FERPA, VAWA, Title IX, Fair Housing Act, HIPPA, etc.).

Excellent verbal and written communication skills.

Certification or Licensure Requirements

None Required.

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

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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: 8/9/2021

