



<b>Job Title</b>	Assistant Director, Housing Administration	<b>Job Code</b>	SD0320
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18
<b>Union</b>	Non-Union	<b>Union Code</b>	0
<b>Job Family</b>	Student Development & Enrollment Services	<b>Subfamily</b>	Housing & Residential Life

**Job Family & Subfamily Summary**

**Student Development & Enrollment Services Professionals** develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

**Housing & Residential Life Professionals** are responsible for the direction of all residence hall operations for students. They may also administer off-campus housing programs.

**Job Summary**

Administers, manages and coordinates all procurement, accounts payable and cash flow functions for the Department of Housing and Residence Life. Manages budget compliance, accounting and cash flow management for special projects and capital improvements. Manages departmental warehouse operations, inventory and surplus functions. Manages and monitors accounts receivable for reimbursable expenses for managed facilities not owned by the university.

**Representative Duties**

**1. Fiscal Management**

- Develops, organizes and maintains business procedures related to procurement, accounts payable, reimbursable expenses, warehousing, inventory, surplus, budget compliance, and cash flow management
- Develops, implements, and maintains purchasing and accounting procedures in compliance with University and Student Development and Enrollment Services guidelines for formal purchases
- Monitors actual expenses versus budgeted expenditures
- Monitors and coordinates cash availability and cash transfers between housing units/projects, as directed
- Ensures prompt and timely payment of Rosen Housing bond debt service obligation
- Implements, oversees and manages accounting and expense tracking for departmental accounts, numerous projects, various special projects and capital improvements
- Oversees the billing and collection of reimbursable expenses from managed facilities
- Acts as primary liaison and information source between Housing, other university units and non-university units on procurement needs, accounts payable, and inventory and surplus matters
- Advises the Executive Director/Director in procurement decisions, cost comparisons, specifications, and time constraints

**2. Property Management**

- Manages a 13,000 square foot off campus warehouse/office complex
- Develops implements and maintains accounting, inventory and surplus procedures in compliance with University and Student Development and Enrollment Services guidelines for tagged assets, non-tagged assets, and warehouse assets
- Oversees procurement, operation, and maintenance of departmental fleet motor vehicles and golf carts
- Oversees warehouse inventory, maintenance, including repair/replacement decisions on departmental assets including but not limited to housing furniture in residence facilities and departmental office furniture and equipment
- Organizes and oversees day-to-day occupancy and vacancy procedures, such as vacancy checks, and room changes

**3. Administrative Management**

- Supervises, trains, and evaluates staff and directs activities
- Manages communication and coordination with department community staff
- Produces tables, queries, and reports needed for occupancy management, community rosters, emergency procedures, and campus partners
- Plans, develops, refines, implements, and assesses assignments procedures to ensure maximum efficiency
- Facilitates planning, analysis, development, and implementation for policies and procedures specifically relating to occupancy management and assignments
- Assists with online application process, setup, testing, implementation and troubleshooting
- Researches and prepares responses to student/parent communication to resolve issues or appropriately refer to another area or department

### Education, Experience, Skill Requirements

	Required	Preferred
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
4+ years of relevant work experience 1+ years of leadership experience OR 2+ years of relevant work experience with a Master's Degree 1+ years of leadership experience		
<b>Additional Requirements</b>		

### Physical/Environmental Demands

Standard office environment with no unique physical demands

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**