Assistant Director for Housing Assignments

**Definition of Class**
This is a professional position in which the incumbent administers the student housing assignment process. This position will create application and room assignment components for the department, and serve as the primary contact for all housing assignment initiatives. The incumbent frequently makes decisions by exercising discretion and independent judgment.

**Examples of Work Performed**
Designs, develops, and implements all application and assignment processes for new and returning students, apartment, married/family graduate on-campus housing as well as summer school housing.

Trains internal and external University staff on basic housing software operations.

Assists the Associate Director in ensuring proper student billing related to room and residence hall changes.

Develops and prepares reports and data related to occupancy, application information, and demographics.

Verifies, adjusts, and monitors resident door/building access utilizing the electronic door system.

Utilizes housing software to create and execute online application and assignment portals.

Provides support in the development of marketing materials related to housing assignments.

Designs and executes roommate matching, searching and selection processes within the online portal.

Serves as a Liaison to internal and external university communities for application and assignment information and processes.

Coordinates special housing placement with university constituents.

Coordinates housing opportunities for special interests groups related to academic affairs.

Represents the University and Student Housing department at recruiting and University functions as needed.

Responds to concerns of students, parents, university staff concerning student housing.

Administers the room change and Privatization Declaration Processes.

Creates timelines and schedules for room and hall change process periods as well as private room declarations.

Administers and processes room and residence hall change procedures. Counsels students through room change request process.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Designs and implements online portals and utilizes housing software for all application and assignment processes.
2. Serves as a liaison to internal and external University communities for application and assignment initiatives.
3. Administers the room change and privatization declaration process.
4. Prepares reports and data related to occupancy, application, and demographics.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; stand; walk; and talk and hear. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university in Higher Education or related field.
  AND
- **Experience:** Three (3) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/06/2015

University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity>Title VII/Title IX/504/ADA/DEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.