

Director, Housing Operations
University at Buffalo, The State University of New York

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Posted May 23, 2023, set to expire Sep. 27, 2023

Job Title	Director, Housing Operations
Department	Campus Living Housing Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 23, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Residential Life
Job Website	https://www.ubjobs.buffalo.edu/postings/42876
Apply By Email	
Job Description	

Position Summary

The [Division of Student Life](#) invites applications for the Director of Housing Operations position. In this role you will serve as a highly visible, student-centered leader who is innovative, decisive, proactive and solution-oriented. You will provide vision, leadership, and supervision to the critical departments of Housing Services, inclusive of assignment and occupancy strategy and Residential Facility Operations inclusive of maintenance, custodial and capital projects. The Director reports to the Senior Associate Vice President for Student Life and partners with many administrative units and academic departments.

Your duties will include, but are not limited to:

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- Provide strategic leadership and innovative vision to the long-term housing occupancy and capital planning strategy for university owned student housing.
- Create a strong partnership with Director of Residential Life to contribute to a holistic Campus Living experience.
- Lead master planning process for campus residences in collaboration with colleagues, focused on improving the quality of housing services and amenities, peer and market data analysis and projecting and meeting housing demand for undergraduate and graduate students.
- Collaborate with internal stakeholders and campus partners in developing new concepts, practices, and approaches to maximize impact and support of student success and outcomes.
- Support revenue projections and enrollment management efforts with key university offices, provide statistics and analytics reporting regarding enrollment and occupancy trends, and propose strategic plans for the management of housing capacity and occupancy levels.
- Foster a welcoming, safe and inclusive campus experience for all students during their initial transition to college and throughout their University at Buffalo experience.

The successful incumbent will be a strong, strategic, and transparent leader, with experience in effectively working in a collaborative/team environment with an array of stakeholders including executive leadership and governance boards, direct reports, faculty, staff, students and alumnae.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

About Student Life

The University at Buffalo's Student Life division is dedicated to the growth, support and success of our students. As a member of Student Life, you will join a team of service professionals who aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We support a holistic approach to the student experience, creating lifelong learners who contribute to a global society. We build communities and advance diversity in all forms. We encourage discovery and celebrate success. As a member of the Student Life division, your professional aspirations will be encouraged, and your talents will be nurtured to their fullest extent to support UB's vibrant student population.

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About Campus Living

Campus Living, a unit within the division of Student Life, serves to provide the best residential living experience for students at the University at Buffalo. Campus Living offers quality, affordable and desirable campus housing in support of the university's mission. Campus Living is comprised of 13 residence halls and five apartment complexes accommodating 8,000 residents on the North and South Campuses. Approximately 5,800 students reside in the residence halls and 2,200 students reside in the apartment complexes. Campus Living is comprised of 210 professional and classified staff with a total operating budget of \$70m.

Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits to support work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's Degree in higher education, administration or related field.
- A minimum of 5 years of related experience in student life or other professional setting with progressively increasing responsibilities in scope of supervision, residence hall management or related areas.
- Experience developing and leading strategic initiatives and managing large complex data and financial models.
- Experience cultivating collaborative relationships with diverse stakeholders, including students, faculty, staff, parents, family and community members.

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- Experience in problem solving, crisis management and conflict resolution.
- Organizational skills to set goals, prioritize assignments, monitor performance, and exceed set expectations and deadlines.
- Well-developed verbal and written communication skills as well as an overriding focus on customer service.

Preferred Qualifications

- Experience working in a large public or private college/university setting.
- Experience leading multiple teams led by managers/supervisors.
- Experience with StarRez Housing Management System.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact