

Assistant Director of Housing Operations
Old Dominion University

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Posted Oct. 23, 2023, set to expire Oct. 31, 2024

Job Title Assistant Director of Housing Operations
Department STUDENT HOUSING
Institution Old Dominion University
Norfolk, Virginia

Date Posted Oct. 23, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Residential Life

Job Website <https://jobs.odu.edu/postings/18269>

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Job Description

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The Assistant Director of Housing Operations is a member of the Housing and Residence Life team specifically focusing on facilities management. The position works in various capacities to create planning and recording processes of all facilities work occurring in the Residence Halls to ensure timely and quality repairs, renovations, and preparations for all students. In addition to creating and maintaining the appropriate databases, the Assistant Director of Housing Operations will provide support for Housing and Residence Life, by researching best practices, establishing inventory controls, and assisting in the monitoring of compliance with University and Industry policies and standards. This position will work with staff to respond to feedback gathered via assessment practices; oversee the Electronic Room Condition Report process and work with the University Facilities Department to monitor work order requests. This position will independently initiate and coordinate the administrative functions for Housing and Residence Life and will be involved in coordinating and assessing the overall

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success of the facilities work in the halls.

Knowledge, skills and abilities

Some knowledge of Residence Hall building operations. Basic knowledge of facilities operations. Considerable knowledge of Excel and database programs- ability to create tracking/monitoring systems. Excellent communication skills – both written and oral. Demonstrated level of administrative/technical capabilities with strong computer skills. Strong management and organizational skills. Excellent teamwork, collaboration and capabilities to establish collegial relationships needed in the position. Considerable skill in problem solving issues and concerns for internal and external customers. Demonstrated ability to exercise appropriate judgement and maintain confidentiality.

Contact Information

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

Contact

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