



JOB INFORMATION

Job Code:	123215
Job Title:	Lease Administrator
FLSA Status:	Exempt
Supervisory:	May oversee staff, students, volunteers, agencies and/or resource employees.
Job Family:	Real Estate
Job Family Group:	Real Estate Services
Management Level:	7 Individual Contributor

JOB SUMMARY

Oversees the administration, tracking and auditing of university leases (e.g., negotiations, renewals, space planning). Manages tenant and vendor relationships, investments, portfolios, and marketing, as directed.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
X		Bachelor's degree	Real Estate	Or
X		Bachelor's degree	Accounting	Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		3 years		
X		2 years	experience in commercial real estate and extensive knowledge of commercial real estate contracts.	
	X	5 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Extensive administrative experience, able to multitask and manage priorities with a sense of urgency.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience overseeing tenant improvement construction.
X		Knowledge of real estate law and regulations, statistical analyses, forecasting techniques, and financial modeling.
X		Excellent negotiation skills. Demonstrated presentation skills.
X		Excellent written and oral communication skills, able to cultivate long-term client relationships.
X		Experience with lease administration database software/systems (e.g., MRI/Qube).
	X	Proficient in interpreting and reviewing commercial real estate leases.
	X	Experience with percentage rent billing and sales audits.
	X	Excellent analytical and quantitative skills.
	X	Extensive experience with lease administration database software/systems.
	X	Knowledge of the retail industry.

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		California real estate license.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Serves as point of contact for timeshares and leases with internal/external customers and stakeholders (e.g., LAUSD, University Advancement, consultants). Uploads and manages data, documentation and databases to maintain lease management program integrity. Processes invoices, researches property tax issues and produces lease audits and reports. Manages disbursement to designated university accounts. Supports accounting and third-party activities, tracking payments and fees.				
Manages assets and assists with lease creation, negotiations, and renewals. Develops and recommends policies, manages dissemination and advises on exceptions. Manages, analyzes, and monitors budgets and resources. Drafts leases and letters of intent with the Office of General Counsel. Tracks certifications of insurance and maintains lease compliance.				
Leads reviews of new projects and any modifications on university owned property. Assesses and modifies operations and services as needed. Manages logistics for community events (e.g., scheduling, vendors, catering). Works with relevant stakeholders (e.g., technological infrastructure committee, cellular carriers, retailers) and manages revenue and expenses. Schedules, assigns and prioritizes workloads.				
Manages efforts, projects, and activities related to marketing and public/community relations with varied approaches to increase and/or maintain engagement. Develops and implements integrated plans (e.g., brand campaigns, retail promotions, social media) and tracks key performance indicators for growth and engagement. Manages budgets, timelines, and content development to ensure all deadlines and milestones are met.				
Serves as a key university leasing resource, resolving questions and concerns. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly,

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.