



## Lease And Housing Administrator Job Description

### JOB INFORMATION

<i>Job Code:</i>	123216
<i>Job Title:</i>	Lease And Housing Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Real Estate
<i>Job Family Group:</i>	Real Estate Services
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Has responsibility for all Health Sciences Campus (HSC) lease administration including lease negotiations and implementation, leave renewals, and planning and administration. Works with space planning committee to identify lease space needs. Administers the University's Faculty/Staff Housing Assistance Program for HSC including USC University Hospital. Assists applicants in all phases of the loan process.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

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

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Commercial lease administration and facilities management experience.

## Licenses

Req	Pref	License(s)
X		California Real Estate License

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages the Health Sciences (HSC) lease portfolio and other university owned assets, including the day-to-day operations of off campus university owned property near HSC. Manages all HSC tenant leases and relationships with university tenants and outside vendors. Assesses the operations and services of off campus university owned property near HSC. Coordinates services with other offices and staff on campus in regards to off campus lease needs for the Health Sciences Campus (HSC).				
Oversees tenant and capital improvements on and around HSC. Selects vendors and monitors vendor performance by regular inspections. Participates in regular inspections of common areas, building exteriors and landscape.				
Oversees lease management of all university leases and also provides facilities management of off campus university owned property on or around HSC. Negotiates leases and implementation for HSC constituents, including tenants and renewals for existing tenants. Tracks certification of insurance.				
Manages lease maintenance for HSC including lease compliance, management of CPI increases, expirations and extensions.				
Develops and recommends operating and administrative policies for the university lease portfolio and off campus university owned property. Manages the dissemination, interpretation and application of university lease and off campus university owned property policies and recommends approval of exceptions.				
Serves as key resource for all university leasing and university owned off campus property information. Resolves problems or questions referred by staff and senior university administrators and/or tenants.				
Evaluates HSC faculty/staff housing issues regarding financial risk and legal concerns. Analyzes trends in Los Angeles area housing market. Makes recommendations to senior management.				
Assists in the preparation of all HSC faculty/staff housing documents. Evaluates all related documents and determines if additional review by the Office of General Counsel is required or appropriate. Evaluates loan data for potential policy issues.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				

## 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 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.		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, 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
	<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>		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.