



JOB INFORMATION

<i>Job Code:</i>	123223
<i>Job Title:</i>	Housing Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises student and/or temporary workers.
<i>Job Family:</i>	Real Estate
<i>Job Family Group:</i>	Real Estate Services
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Administers the University's Faculty/Staff Housing Assistance Program. Assists applicants in all phases of the loan process. Assists with due diligence for university real property gifts and acquisitions.

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		Or
	X	Bachelor's degree	Business Administration	Or
	X	Bachelor's degree	Finance	Or
	X	Bachelor's degree	Accounting	

Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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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.

X	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Real estate, banking or other financial industry exposure.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Administers the university's Faculty/Staff Housing Assistance Program. Services new and existing applicants. Interfaces with participating banks, escrow companies and other institutions involved with the faculty/staff housing process.				
Updates status reports for analysis of faculty/staff housing on a periodic basis. Researches and makes recommendations for program changes.				
Evaluates faculty/staff housing issues regarding financial risk and legal concerns. Makes recommendations to senior management. Analyzes trends in Los Angeles area housing market.				
Supervises preparation of all faculty/staff housing documents. Evaluates all related legal documents and determines if additional review by university General Counsel is required or appropriate. Evaluates loan data for potential policy issues.				
Controls and coordinates all phases of the faculty/staff housing process with the borrower, real estate agents, escrow officers and other financial institutions. Analyzes all applications according to program guidelines. Collects and evaluates credit information.				
Counsels faculty/staff housing applicants regarding affordability and financing of housing purchases. Provides available information on trends in the housing markets. Assesses alternative forms of available financing as needed or requested. Assists applicants in all phases of the loan process.				
Supervises control of faculty/staff housing program accounting and payment collection function with relevant reporting requirements. Supervises collection and disbursement of fees and budgets accordingly. Supervises preparation of all administrative reports.				
Evaluates and reviews preliminary title reports for all university real property and acquisitions. Researches and makes recommendations to remove title exceptions.				

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: 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.