



## Director, Leasing and Asset Management Job Description

### JOB INFORMATION

<i>Job Code:</i>	123230
<i>Job Title:</i>	Director, Leasing and Asset Management
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.; Supervises employees and/or student workers.
<i>Job Family:</i>	Real Estate
<i>Job Family Group:</i>	Real Estate Services
<i>Management Level:</i>	5 Administrator
Director, Leasing and Asset Management	

### JOB SUMMARY

Directs leasing strategies while managing daily operations (e.g., negotiations, renewals, space planning). Oversees short- and long-term planning, designs and functions. Maintains lease-tracking systems, prepares and reviews reports, and ensures compliance and security of all components.

### 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		In
	X		Real Estate	Or
	X		Business Administration	

#### 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		10 years		
	X	12 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		Extensive experience in lease administration, commercial real estate, or similar areas.
X		Experience in leadership/management roles overseeing tenant improvement construction.
X		Extensive knowledge of real estate law and commercial contracts.
X		Demonstrated knowledge of general principles in HR, finance and all relevant regulations.
X		Excellent presentation and negotiating skills.
X		Excellent skills in critical thinking, statistical analytics, forecasting techniques and financial modeling.
X		Ability to manage numerous confidential, complex, and politically sensitive matters.
X		Excellent written and oral communication skills.
X		Demonstrated collaboration, interpersonal, organizational, and relationship-building skills.
	X	Extensive experience in real estate, accounting, finance, and/or law.
	X	Demonstrated knowledge of state/federal laws and regulations governing discrimination, harassment, affirmative action and other issues related to protected classes.
	X	Experience with USC financial policies, procedures, and systems.
	X	Experience presenting technical topics to non-technical audiences, providing both detailed information and summaries to management-level individuals and large groups.
	X	Experience with ERP, financial reporting and HR systems (e.g., Workday).
	X	Demonstrated knowledge of enterprise risk management tools/platforms.
	X	Proven experience establishing, developing and/or enhancing compliance frameworks.
	X	Extensive knowledge and/or understanding of numerous cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).
	X	Multilingual communication skills, fluent in Spanish and/or other languages beyond English.

## Licenses

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

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Oversees lease administration, implementation and management across the university portfolio, serving as an expert resource for all facilities. Directs real estate objectives, services and processes, and ensures that planning efforts are coordinated with key stakeholders. Determines priorities, develops strategies, and manages resource allocation. Reviews and assesses project/work quality in partnership with senior leadership.				
Directs short- and long-term planning, making or recommending changes as needed. Oversees properties, services and budget-aligned strategies with a goal of reducing and consolidating lease holdings when feasible. Ensures compliance with all policies and regulations, and that all contractual obligations are met or exceeded.				
Drives lease negotiations and renewals, modifying and restructuring terms and conditions to maximize value for the university portfolio. Oversees the management of university-leased facilities (e.g., tenant screening, service delivery, marketing). Develops and implements marketing and leasing strategies to maintain occupancy levels.				
Oversees capital improvements at all leased properties, monitoring vendor selection, performance and completed projects. Directs construction staff and property management to ensure tenant expectations are exceeded (e.g., curb appeal, common areas, landscapes). Coordinates regular building inspections and site visits, identifying and resolving issues in a timely manner.				
Directs policy development, administration, dissemination, interpretation and application across the university portfolio. Drafts leases and letters of intent in				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
partnership with the Office of General Counsel. Maintains required certifications of insurance.				
Produces regular financial reviews and comprehensive reports (e.g., retention, market rents, actuals vs. forecast). Interprets and manages data, analyzes statistics, and prepares visualizations. Develops and implements statistical, quantitative models and statements, and discerns conclusions and recommendations.				
Oversees lease maintenance (e.g., consumer price index increases, expirations, extensions) and any audits, reviewing processes and procedures and ensuring data accuracy. Stays current with changing legislation and emerging issues/trends, assessing any impact to operations and ensuring overall compliance with regulatory requirements.				
Leads, mentors, and develops assigned staff/managers. Oversees staff onboarding and schedules, and identifies staff development opportunities. Supports internal auditors to improve record keeping and protocols as needed. Drives and facilitates continuous process improvement efforts. Supports initiatives for efficiency, innovation and effectiveness.				
Maintains open communication channels to resolve all issues. Collaborates with relevant stakeholders to develop and provide relevant training. 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 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>			

## 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.