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Position Information

Position Title	Assistant Vice President, Housing/Residence Life
Posting Number	1040187
Full Time/Part Time	Full - Time
Exempt/Non-Exempt	Exempt
Schedule	
Location (City, State)	New Orleans, LA
Campus	Uptown
Open Date	08/12/2010
Posting Close Date	08/28/2010

Position Description:

The Assistant Vice President for Housing (AVPH) is a senior-level administrator in the Division of Student Affairs, and serves as the senior housing officer within the Division

Within the parameters of sound fiscal management, the AVPH develops programmatic and facility initiatives to enhance the student residential experience

The incumbent works closely with Assistant Vice President of Administrative Services and Vice President for Facilities and Campus Development to deliver quality services to students and to develop housing and dining master plan based on a residential college model

As such, the AVHP oversees and/or collaborates on all aspects of residential facility operations, including, but not limited to: construction and renovation of residence halls, capital improvements, routine maintenance, long-term renewal and replacement, inventory control, and the delivery of residential services

As a leader, the AVHP provides direction to over 30 full-time staff and 200 student para-professionals in the administration and operation of thirteen

residence halls/apartments with one additional new residence hall under construction

Within the context of that leadership oversight, the AVHP also provides the direction for all residential education programs, including assisting the Office of Student Resources and Support Services in managing students in crisis within the residence halls

The AVPH represents the Department, Division of Student Affairs and/or the University on select committees, task forces and advisory boards

FINANCIAL RESPONSIBILITY: YES

SUPERVISORY RESPONSIBILITY: YES

Minimum Qualifications:

Masters degree in Student Affairs Administration, Higher Education, Facilities Management, or Business Administration

Minimum of 10 years of increasingly responsibility in professional experience in housing administration

Strong organizational and leadership skills with experience in managing conflict, crisis, and emergency protocols

Demonstrated experience with customer service models within the context of a university setting

Experience in staff training and development

Minimum of 5 years demonstrated experience in budget development, financial management and resource management

Demonstrated experience in developing facility revenue streams

Demonstrated experience in facility management, and renovation

Demonstrated experience in developing and managing large scale capital projects

Demonstrated experience preferred and knowledge of facility environments with outsourced maintenance and custodial functions

Demonstrated knowledge of project management

Demonstrated knowledge in student life development and programming

Demonstrated knowledge of, and experience preferred, in a residential college system

Understanding of information technology as applied to a residential system

Understanding and preferred experience in grant applications and administration

Other Qualifications:

Position will require evening and weekend hours

This position will serve as a member of the University Hurricane Emergency Operating Group and will serve as a primary representative for hurricane preparedness

Preferred Qualifications:

Ph.D.

Experience preferred in facilities oversight of non-owned Greek houses

Posting Specific Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

Optional Documents

1. Resume
2. Cover Letter
3. Curriculum Vitae
4. Other