UNIVERSITY OF SOUTHERN CALIFORNIA

Housing Administrator

Job Code: 123223

| Grade: | K |
| OT Eligible: | No |
| Comp Approval: | 6/5/2009 |

**JOB SUMMARY:**

Administers the University's Faculty/Staff Housing Assistance Program. Assists applicants in all phases of the loan process. Coordinates equipment leases and internal financing requests.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

- 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.
- Controls and coordinates equipment leases. Analyzes all financing proposals to determine whether external lease or internal financing is most effective approach. Provides assistance to budget administrators in forecasting debt service costs for equipment financing. Advises regarding appropriate methods of financing.
- Coordinates all facets of equipment financing with university departments and lease companies. Researches and initiates negotiations for external financing opportunities and assists in their development. Sets internal procedures for equipment financing with appropriate departments and communicates procedures to budget centers.
Supervises processing of all necessary lease documents. Controls accounts for external and internal financing and coordination of accounting for all liabilities with the Accounting and Purchasing departments. Performs other liability functions as necessary.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

- Essential: [ ] No
- Yes

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.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's degree

**Minimum Experience:**
- 3 years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Real estate, Banking or other financial industry exposure.

**Preferred Education:**
- Master's degree

**Preferred Experience:**
- 5 years

**Preferred Field of Expertise:**
- Bachelor’s degree in Business Administration, Finance or Accounting

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Consulting
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Statistical analysis

**Skills: Machine/Equipment:**
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**
Supervises student and/or temporary workers.

**SIGNATURES:**
Employee: ___________________________ Date: ___________________________
Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer