



Position Description

Position Title **Assistant Director of Housing**

JOB PURPOSE:

The Assistant Director of Housing is responsible for the overall operations of student, faculty, and staff housing at Princeton Theological Seminary and will report to the Director of Procurement and Housing. The Assistant Director will serve as the primary liaison for all housing-related concerns and will work closely with other offices to ensure that the needs and concerns of tenants are resolved. This role ensures efficient housing processes, compliance with institutional policies, and a supportive residential environment that aligns with the Seminary’s mission and values. Reports to the Director of Procurement and Housing

ESSENTIAL FUNCTIONS:	% of time
1. Housing Administration and Operations	50%
Oversee the day-to-day operations of the Seminary’s housing program, including assignments, maintenance coordination, move-in/out processes, room change procedures, and other resident services; Maintain accurate records of occupancy, leases, and housing agreements, ensuring compliance with institutional and legal requirements.	
Develop and implement efficient systems for housing applications, assignments, and move-in/move-out processes.	
Conduct regular inspections of housing facilities to ensure safety, cleanliness, and functionality.	
Supervise student workers and/or other staff who work for the office of Housing	
Policy and Budget Implementation	20%
Collaborate with the Director of Procurement and Housing to update and implement housing policies that align with the Seminary’s mission and strategic goals.	
Ensure clear communication of housing policies to residents and staff, providing guidance on procedures and expectations.	
Address resident concerns and enforce policies related to lease agreement, housing conduct, maintenance, and community standards.	
Adhere to the housing budget, ensuring alignment with the strategic goals of the Seminary. Manage housing fees, rent collection, and billing processes in collaboration with the Finance office.	
Collaboration and Campus Partnerships	30%
Collaborate with Facilities and Auxiliary to ensure proper maintenance and upkeep of residential buildings, including safety inspections and renovations	
Refer student conduct issues and inter-relational concerns of residents to Student Life.	

Work closely with Public Safety to ensure safety in residential life, including providing necessary support during housing-related crises or emergencies	
Total	100% time
OTHER FUNCTIONS: Serves as requested on committees, task forces and community groups; partners with standing committees, and organizations in the region to share best practices and build partnerships.	

QUALIFICATIONS

CREDENTIALS REQUIRED:

- Minimum of 5-7 years of experience in housing or residential life management, preferably in a higher education setting
- Bachelor's degree required
- Demonstrated leadership and supervisory skills with experience managing diverse teams
- Strong understanding of facilities management, housing assignments, and student support services
- Excellent communication, conflict resolution, and problem-solving skills
- Commitment to promoting diversity, equity, and inclusion in residential environments
- Familiarity with housing management software and other technology solutions for residential life
- Proven track record of budget management and resource allocation in housing operations

PREFERRED QUALIFICATIONS AND SKILLS:

- Master's degree in Higher Education Administration (Student Life/Affairs), Business Administration, or related field
- Experience working with graduate or non-traditional student populations

Work Environment:

This position may require on-call responsibilities, including evenings and weekends, to respond to emergencies or critical housing issues. The Assistant Director may occasionally need to work in residential spaces or assist during peak housing periods, such as move-in and move-out.

Application Instructions:

Interested candidates should submit a resume, cover letter, and a professional reference to _____ (Human Resource office of Princeton Theological Seminary)

Prepared by: Steve Cardone/Jean Hall/Tom Chester

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