



Job Description

Position Title	Assistant Manager Housing & Hostel Facilities
Department	Administration
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent is primarily responsible for managing university hostel & housing facilities. The incumbent will focus on improving the quality of life in the HU residences, develop residents' care plan, implementation of housing policies and management of facilities operations.

The position requires an individual who is able to supervise a team of housing staff, gauge needs of the residents, be attentive to resolve those and accessible 24 hours a day 7 days' week to residents.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this position include, but are not limited to, the following functions:

Development

- ✓ Develop a plan for residents' quality of life experience and care.
- ✓ Devise a system for the implementation of said plans.
- ✓ Devise a system of getting positive inputs from residents and
- ✓ Interpret and enforce Residence Life Policies and Procedures and Discipline Code of Conduct
- ✓ Develop and conduct Orientation sessions for new residents

Administrative

- ✓ Keep the facilities at per the desired professional standards with respect to maintenance, cleaning, utilities, safety, security, supplies and other administrative requirements.
- ✓ Allocate rooms in accordance with University policy, have a liaison with relevant departments for the allocation and reporting (financial and administrative).
- ✓ Establish and executive processes for the daily operations and maintenance.
- ✓ Assist in hiring and supervision of staff responsible for assisting with the management and daily operations of the facilities.
- ✓ Update, create and maintain housing policies, publications including the Housing Guide, FAQs and housing website information.
- ✓ Maintain student housing records (e.g., applications, signed Lease Agreements, daily roster etc)

Training and Staff Supervision

- ✓ Directly supervise all staff on the housing facilities
- ✓ Participate in the recruitment, selection, and evaluation of on-site staff
- ✓ Coordinate and lead training and information sessions for on-site staff.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Master's degree in / MPA, hospitality management OR bachelor's degree and equivalent work experience in hostel / hotel administration
Required Experience	✓ Work experience of at least 3-4 years in relevant field

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Organizational skills	High
2.	Administrative skills	High

3.	Interpersonal communication and negotiation skills	High
4.	Problem Solving skills	Medium
5.	Financial Reporting	High
6.	Initiative when making decisions	Medium
7.	Interest in working with diverse groups	High
8.	Understanding of housing management, relevant policy and current housing issues	High
9.	Confidentiality	High
10.	Understanding of Various Regional language of Pakistan	Medium