

October 10, 2011

POSITION TITLE: Associate Director, Residential Facilities

PERSONNEL STATUS: Exempt, Full-time, Regular

DEPARTMENT: Residential Life

RESPONSIBILITIES: Reporting to the Director of Residential Life, the incumbent will provide leadership and direction to the residential facilities unit for the Residential Life Department. The Associate Director supervises and coordinates the daily activities and long term planning of facilities management to include: daily maintenance; construction and renovation projects; key and card access management; safety, security, and emergency preparedness; sustainability efforts; housekeeping; development and implementation of maintenance schedules; summer conference support; and coordination with UMBC's Facilities Management department. In addition, the incumbent will perform other duties as assigned. This position directly supervises two Assistant Directors for Facilities Management; two clerical support staff; two graduate staff members; and approximately 25 paraprofessional and hourly student staff (note: additional staff supervision to be determined based on departmental needs and institutional changes).

MINIMUM QUALIFICATIONS:

Education/Experience: Requires a Master's degree in facilities management, higher education administration, business administration, or a related field and at least five years of progressively responsible experience within facilities management, which preferably includes at least two years at the Assistant Director level within a 4000 bed or larger complex housing system. Must have a commitment to working with a diverse, multicultural population. Experience having successful collaborations with academic or administrative affairs in previous institutions resulting in residential environments supportive of the institution's educational mission strongly preferred. Familiarity with computer systems and database software required.

Note: Position may require some weekend and evening hours.

SALARY: Salary is commensurate with qualifications and experience.

APPLICATION: For best consideration, submit a cover letter, resume, and the contact information for three professional references by November 2, 2011 (resumes will be accepted until the position is filled) to:

Jacki Gloger
Assistant Director for Conferences and Special Projects
Residential Life
Email: jgloger@umbc.edu

As required by the 1986 Immigration Act, be prepared to present acceptable documentation upon hire showing your identity and that you are a U.S. citizen or an alien who is authorized to work.

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