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Assistant Director of Housing Information
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FUNCTION

The Assistant Director of Housing Information is responsible for directing the day-to-day operation of the Housing Information Office (HIO). The position serves the needs of approximately 11,000 undergraduate and graduate students by organizing housing outreach and contract functions. The Assistant Director of Housing Information serves as the primary contact for students living with undergraduate and graduate residence halls and as a liaison between Housing, Private Certified Housing and multiple campus and community stakeholders. The Assistant Director of Housing Information manages large, complicated data structures and contractual processes and ensures staff have the resources necessary to provide exceptional customer service. The Assistant Director of Housing Information collaborates with all University Housing units, Student Affairs, University staff, and community partners.

Contract and salary for this regular Academic Professional appointment begins as soon as possible after the close date. Starting salary is commensurate with experience and includes an excellent benefits package.

For full consideration create your candidate profile at <http://jobs.illinois.edu> and upload pdf versions of a cover letter of application, a resume, and the names, addresses, email addresses, and phone numbers of three professional references by May 03, 2017.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

Please contact a Housing Human Resources Representative at careers@housing.illinois.edu with any questions you may have.

We encourage all applicants to learn more about the Department, Housing, the University of Illinois and the Urbana-Champaign community by visiting our candidate website:

<http://www.housing.illinois.edu/Staff/Employment/>

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability or criminal conviction history. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. (www.inclusiveillinois.illinois.edu).