**Housekeeping – Assistant Director**
Physical Plant Program Manager II
Pay Grade 04 - PVL 85838

**Type of Employment:** Ongoing, Full Time (40 hours/week)

**Location:**
Phillips Hall, 1950 Willow Drive, Madison, WI
Click here to see a campus map

**Department:** Residence Hall Facilities

**Compensation:**
- Salary starting between $58,000 - $62,000 per year depending upon qualifications and experience
- A competitive benefits package

**Schedule:**
Core hours are 7:45 a.m. to 4:30 p.m., Monday through Friday, with 24/7 hour/day responsibility for all custodial operations. The "Total Job Concept" and 24/7 responsibilities are an expectation of this position and may require additional hours in the evenings, weekends and holidays.

**Requirements:**
- A criminal background check will be conducted on all finalists.
- No degree required.
- 3 years of supervision experience or equivalent leadership experience.

**Position Summary:**
As a member of the Residence Hall Facilities Supervisor Team and under the general supervision from the Assistant Director of Residence Hall Facilities - Housekeeping, this position leads and supports housekeeping services for 1st Shift (Approx. 8 FTE supervisors, 80 FTE (TE) custodians, 16 Student Supervisor and 150 student custodians; staffing may vary). The Housekeeping area is constantly striving for excellence. In every interaction, we are committed to treating our staff with respect and integrity. We provide resources (time, tools, and supervision) to staff and supervisors allowing us to collectively meet our goals and achieve the desired cleaning results; APPA Levels 1 and 2, all while promoting a positive and engaging work environment.

The Assistant Director of Housekeeping is responsible for hiring, supervising, developing, and training housekeeping supervisors and their staff teams, including both Full-Time, Temporary and student employees. Plan and lead several critical aspects of the academic year and summer Residence Hall operation, including complex staffing needs, move-in/out parking staff coordinating, and implementing the use of new products/equipment, as well as ensuring the equipment/products are used correctly to meet our team goals. Success in this position depends upon successful collaboration with supervisors, peers and frontline staff; this may range from inspecting building cleanliness, evaluating employee performance, and suggesting improvements, repairs and replacement of furnishings. Development of strong, positive, collaborative relationships with all supervisors, managers and staff is essential.
This position has been identified as a MANAGER within University Housing and is expected to exhibit the following skills and competencies: Leads Change/Achieves Support of Objectives; Encourages Teamwork & Group Achievement; Persuasive Communication; Understands Inclusion Issues: Creates Supportive Environment for Diverse Employees; Makes Effective Decisions; Planning/Organization and Innovation; Enables and Empowers Supervisors and Staff; Displays Vision.

Click here for a complete position description.

How to Apply:

Apply here by 11:59pm on March 31, 2016, for ensured consideration. Failure to submit complete application materials will result in ineligibility for this position.

- Submit a cover letter, work history, and list of 3 references within the online application system. Within the cover letter, please respond to the following two prompts:
  - Write about your leadership/supervision in action that includes specifics as related to the following:
    - How do you help someone you are leading/supervising that is struggling?
    - What has work well with your style?
    - What hasn’t worked well with your style?
    - What have you learned from those experiences?
  - Write about your experience and ability to use various computer software/program. How do you use and implement these in your daily work?
- Within the online application, please identify three professional references that will be able to speak towards your performance in your current and/or most recent positions. University Housing requires that at least two of the three references be either your current or most recent supervisors. When listing your references to contact, please include the following information:
  - Name
  - Title of their position and relationship to you
  - Phone number
  - E-mail address
- UW-Madison is committed to providing opportunities to people from all backgrounds to help create a welcoming, empowered, and inclusive community. UW-Madison encourages women, minorities, veterans, and people with disabilities to apply.
- For questions, please call 608-262-2766 or email hr@housing.wisc.edu.
- Information for candidates that have retired from a Wisconsin Retirement System (WRS) participating employer:
  - If you return to a WRS-covered employer, including the University of Wisconsin after retirement, you are considered a "rehired annuitant." Click HERE for basic information about your benefits if you are a rehired annuitant. Please note that provisions have changed for WRS participants who retired after July 1, 2013.

University Housing is an essential services provider and all University Housing employees are part of this commitment to our residents and guests. University Housing is unique from many other state agencies and university departments because we cannot close as our services must be maintained at all times.

University Housing values diversity and is an Equal Opportunity/Affirmative Action employer.