**Real Estate Asset Program Director Position Description Draft (as of May 2021)**

**Position Title**: Director of the Real Estate Asset Program and Instructor of Practice, Marquette University

**Reports to**: Chair of the Finance Department in the College of Business Administration and Director of the Center for Real Estate, Marquette University

**About the Real Estate Asset Program (REAP)**: The Real Estate Asset Program (“REAP”) at Marquette University is an applied-learning program created to give students real-world exposure to and experience in the real estate investment process. Situated within Marquette’s prestigious Center for Real Estate, students learn how to evaluate actual investment deals, present to an investment committee, and maintain ongoing asset management and reporting duties to investors. Students completing this program will be prepared for high level real estate financial analyst roles in the private equity, institutional investment, pension fund, or development spaces.

The Real Estate Asset Program will be the first undergraduate classroom-based program in the nation where students will analyze and assist in the investment of real equity in commercial real estate assets. The program will be led by a part-time director who, over the course of three semesters, will teach students how to underwrite transactions, evaluate investment options, present opportunities to the investment committee, analyze due diligence materials, build business plans for assets, and oversee ongoing passive asset management of purchased properties. The director will also help coordinate with a group of outside professionals (known as the “Investment Committee”) investing in real estate transactions to share information with the students and expose them to real-world investment analysis and opportunities.

**Responsibilities**

1. Teaching and Student Support
	1. Create and oversee the curriculum for REAP classes and teach each of these classes
	2. Oversee the applications and interview process for student candidates for REAP, including involving Investment Committee members in the interview process
2. Deal-making and Investor Relations
	1. Create and maintain relationships with industry partners that lead to a consistent pipeline of real estate investment opportunities for analysis by the REAP students
	2. Coordinate with the REAP Investment Committee and ensure students are prepared for deal presentations to the Investment Committee
3. Asset Management
	1. Oversight of teaching investor reporting to students, helping students to submit quarterly reports to the Investment Committee members on deal performance
	2. Ensure adequate property management systems are in place and being coordinated effectively to drive property net operating income and returns (where applicable)
4. Program Management
	1. In partnership with the director of the Center for Real Estate, lead fundraising efforts to ensure operating costs of REAP are fulfilled on an annual basis
5. Perform other duties and responsibilities as required, assigned, or requested.

**Additional Expectations**

* Help to promote REAP to the broader real estate community, generating interest in Marquette University and the real estate program broadly
* Coordinate with other faculty and staff in the Center for Real Estate and real estate program to ensure learning outcomes are consistently met across all real estate classes
* Work with administrative support to organize travel opportunities for students as part of the learning experience, when necessary
* Oversight of any student administrative support for REAP’s operations throughout the year and during periods outside of the normal academic sessions

**Functional and Technical Competencies, Experience and Background**

* Significant experience in underwriting real estate transactions
* Knowledge of real estate partnership structures
* Knowledge of negotiating real estate legal agreements (purchase contracts, partnership contracts, leases, etc.)
* Understanding of investor reporting
* Understanding of the due diligence process in evaluating real estate transactions
* Experience managing real estate analysts
* Demonstrated comfortability in fundraising
* Previous teaching experience is a plus
* Graduate-level education desired but not mandatory
* Previous teaching experience is a plus
* Minimum of 10 years of experience in a real estate investment setting, broadly defined
* Must be willing to come to campus multiple times per week throughout the year to teach and mentor students and coordinate program activities
* Must be willing to travel and maintain oversight of students