


Job Title:	Admissions Manager	Revision Date:	5/30/2025
		E.D. Initials	
Department/Group:	Housing Management	Union Status	Non-Union
Location:	All Locations managed by LHA	License Req'd.	None
Level/Salary Range:	Starting Salary \$60,000-\$65,000	Position Type:	Full Time Position (35 hrs. wk.)

Job Description

Job Summary

The Admissions Manager serves as the primary CHAMP (Common Housing Application for Massachusetts Programs) expert for the housing authority. This critical role encompasses the full scope of admissions-related functions for State-Aided public housing, including:

- **Application Screening & Processing:** Evaluate and process incoming applications in accordance with State-Aided housing guidelines.
- **Database Administration:** Maintain and update the CHAMP system, ensuring data accuracy and integrity.
- **Waitlist Management:** Organize and monitor applicant waitlists, prioritizing according to regulatory requirements and program policies.
- **Eligibility Determination:** Assess applicant qualifications based on income, household composition, and other eligibility criteria.
- **Tenant Selection & Leasing Compliance:** Coordinate the selection and placement of eligible tenants while ensuring compliance with all leasing standards and regulations.

This position works in close partnership with the **Director of Housing Management** to ensure fair, efficient, and legally compliant occupancy of State-Aided housing units.

Role and Responsibilities

Qualifications and Skills

- Willingness to become proficient in CHAMP is required.
- 2 years of experience in housing eligibility preferred.
- 2 years of leasing experience, including preparing leasing documents, preferred.
- Strong background in records management, data entry, and rent calculation preferred.
- Occupancy Specialist Certification must be obtained within 6 months of hire.
- Strong computer skills, including proficiency with Microsoft Office and PHA Web.
- Excellent verbal and written communication skills.
- Knowledge of public housing rent calculation regulations and processes.

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