

# APARTMENT MANAGER | 2023 - 2024

## SUMMARY OF POSITION

Elon University Residence Life Employs Apartment Managers (AMs) who support neighborhood apartments in Danieley Center, Oaks, Park Place, Station at Mill Point, and Crest Apartments. AMs are integral parts of the Residence Life team. They are responsible for engaging apartment residents in the residential campus experience as well as day-to-day operations that are unique to apartment communities.

Winter 2023 Employment dates: January 2, 2023 – May 31, 2023

Spring 2023 Employment dates: January 30, 2023 – May 31, 2023

Fall 2023 – Spring 2024 Employment dates: July 28, 2023 – May 31, 2024

## POSITION RESPONSIBILITIES

The following frames the overarching responsibilities of Apartment Managers in Residence Life at Elon University.

### COMMUNITY DEVELOPMENT AND EDUCATION

- Maintain a visible presence in the community by working directly with students within the neighborhood.
- Serve as a key leader in the Neighborhood and actively set a high standard of excellence for customer service.
- Build and maintain inclusive communities.
- Aid in fostering a safe environment by responding to and documenting crises, emergencies, and potential policy violations.
- Meet with residents to assist resolving roommate conflicts and other personal challenges.
- Actively contribute to Neighborhood Association (as relevant to neighborhood).
- Foster strong communities in assigned building/neighborhood.
- Plan and facilitate building/neighborhood-wide programs, events, and initiatives.
- Maintain bulletin boards and neighborhood communication.
- Interact with diverse constituencies in an open and inclusive manner.
- Participate in neighborhood leadership role as directed by supervisor.
- Serve on a Residence Life Committee. Assignments will be given in early fall.

### ROLE MODELING AND MENTORSHIP

- Maintain personal conduct consistent with the values, expectations, and responsibilities of the Elon University Honor Code.
- Serve as a role model for students both personally and professionally by knowing and abiding by Elon University policies and procedures.
- Serve as a mentor and leader within the community and actively engage in setting community standards.
- Exercise good judgment, ethical decision-making, and respect for fellow community members; abide by and uphold all policies in the student code of conduct, honor code and student handbook.

### TEAM MEMBER

- Convey a positive attitude towards Residence Life, the neighborhood, the position and its duties, and responsibilities.
- Participate in all staff development, staff meetings, and department meetings, and other related assigned tasks throughout the period of appointment.
- Participate in the recruitment and selection processes of Residence Life student and professional staff.
- Actively participate in training prior to beginning employment as well as throughout the academic year.
- Attend one-on-one meetings with supervisor(s).
- Attend and participate in weekly staff meetings on Wednesday evenings from 8pm to 10pm.

### FACILITIES AND ADMINISTRATION

- Assume on-call responsibility within the neighborhood.

- Assist in facilitation of occupancy checks, room condition forms, health and safety checks, and other Residence Life communications.
- Utilize a weekly three (3) hour office shift in respective neighborhood office to complete your administrative and programmatic responsibilities and if needed assist supervisors (CD/PA/GA) with neighborhood office tasks
- Complete neighborhood walks of assigned neighborhood to assess the condition of furniture in common areas, safety concerns, and maintenance issues. Report concerns as directed.
- Coordinate with supervisor all aspects of lease turnover throughout the year.
- Serve as a liaison between Residence Life and apartment residents by communicating pertinent information to residents and relaying any student or facility concerns to supervisor.
- Complete all required paperwork in a timely manner.
- Develop and maintain positive relationships and communication with building environmental services staff as well as the Facilities Management staff responsible for building and utilities maintenance.
- Abide by all important contract dates in the work agreement through Residence Life

#### **ADDITIONAL SUMMER RESPONSIBILITIES WITHIN RESIDENCE LIFE**

- Complete room checks, check-in, check-out and other relevant duties for camps, conferences, and summer housing across the Neighborhoods.
- Provide office coverage during the day to answer phones and assist with administrative tasks across the Neighborhoods.
- Complete Neighborhood check-in and check-out throughout the summer.
- Assist with planning and facilitating Student Staff Training.
- Other duties as assigned by supervisor.

#### **REMUNERATION AND QUALIFICATIONS**

The AM position is a 10-month position and requires approximately 20 hours per week during the academic year. To be eligible for the Apartment Manager position, the student must be enrolled as a degree-seeking student at Elon University and hold a 2.5 semester and cumulative GPA. Rising junior/senior credit status is preferred. Rising Sophomores are eligible for Oaks and Danieley Center Neighborhoods. Previous experience living on campus, prior leadership experience, and strong written and oral communication skills expected; previous experience with Residence Life leadership roles preferred. Remuneration includes the cost of a four-person single bedroom apartment room (3-person in Park Place) and a monthly \$200.00 pre-tax stipend throughout time of employment.