

APARTMENT MANAGER | 2024 - 2025

SUMMARY OF POSITION

Elon University Residence Life Employs 12-Month Apartment Managers (AMs) who support neighborhood apartments in Danieleey 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.

Summer 2024 – Spring 2025 Employment dates: Tuesday, May 28, 2024* – Saturday, May 31, 2025

*Training will begin Tuesday, May 28, 2024. AMs will continue to occupy their spring assignment (or be provided interim housing) until their apartment is ready at a later date.

Checkout of assigned room by Sunday, June 1, 2025

*More detailed information of employment dates and duties will be outlined in the Staff Agreement and Calendar document.

POSITION RESPONSIBILITIES

The following frames the overarching responsibilities of Apartment Managers for Residence Life at Elon University. AMs can work part-time or hold a part-time internship (up to 10 hours per week during academic year in fall and spring semesters) as approved by the Community Director but must have availability during the day and throughout the week to complete their responsibilities.

COMMUNITY DEVELOPMENT AND EDUCATION

- Maintain a visible presence in the community working directly with students in the neighborhood as a leader.
- Aid in fostering a safe and inclusive environment for all residents.
- Build relationships with residents that foster honesty, integrity, responsibility, and respect.
- Support students in addressing their concerns and actively provide resources to students.
- Meet with residents to assist in resolving roommate conflicts and other personal challenges.
- Plan and facilitate building and neighborhood-wide programs, events, and initiatives.
- Maintain bulletin boards and neighborhood communication and flyers.
- Actively contribute to Neighborhood Association and Student Neighborhood Association.

ROLE MODELING AND MENTORSHIP

- Serve as a mentor and leader within the community and actively engage in setting community standards.
- Serve as a role model for students both personally and professionally by knowing and abiding by Elon University policies and procedures and Honor Code.
- Actively work to challenge, guide, and positively impact your residents' Elon experience through care and support.

TEAM MEMBER

- Represent Residence Life, the neighborhood, and the position well.
- Actively participate in training prior to beginning employment as well as throughout the academic year.
- Participate in all staff development, staff meetings, and department meetings, and other related assigned tasks throughout the period of appointment as outlined in the work agreement.
- Participate in the recruitment and selection processes of Residence Life student and professional staff.
- Attend one-on-one meetings with supervisor(s) and weekly staff meetings Wednesday evenings 8-9:30pm.
- 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.

ON-CALL AND ADMINISTRATIVE RESPONSIBILITIES

- Assume on-call responsibility and neighborhood walks to assist in the safety and security of residents, including serving as a mandatory reporter under Title IX guidelines.

- Complete all required paperwork (on-call logs, incident reports, programming forms, etc.). in a timely manner.
- Assess the condition of furniture in common areas, safety concerns, and maintenance issues while on neighborhood walks. Report concerns as directed.
- Assist in facilitation of occupancy checks, room condition forms, health and safety checks, check-in and check-out procedures and other Residence Life processes.
- Schedule three hours each week in respective neighborhood office to complete administrative and programmatic responsibilities and, if needed, assist supervisors (CD/PA/GA) with neighborhood office tasks.
- Serve as a liaison between Residence Life and apartment residents by communicating pertinent information such as lease agreements to residents and relaying any student or facility concerns to supervisor.

SUMMER RESPONSIBILITIES WITHIN RESIDENCE LIFE (JUNE/JULY)

- Complete apartment room checks, including check-in and check-out and other relevant duties throughout the summer in all apartment neighborhoods.
- Schedule three hours each week in respective neighborhood office to complete administrative and programmatic responsibilities and, if needed, assist supervisors (CD/PA/GA) with neighborhood office tasks.
- Continue attendance of 1:1s with supervisor and neighborhood staff meetings as directed by supervisor.
- Plan and facilitate building/neighborhood-wide programs, events, and initiatives.
- Serve on-call with other summer staff including support of summer housing and summer camps/conferences.
- Assist with planning and facilitating Student Staff Training and other duties as assigned by supervisor.

QUALIFICATIONS

The AM position is a 12-month position and requires approximately 15 hours per week during the academic year (August through May) and 10 hours per week during the summer (June and July). 10-month AM positions will continue to be available for continuing Residence Life staff at the current rate of pay. There will be priority consideration for 10-month positions for AMs who are intending to return for the following year. However, applicants who are available for 12-month positions will be prioritized in the process. There will be an opportunity for one week off (paid) during summer months, though there will be defined “blackout dates” when all staff are required to work which will be outlined in the work agreement.

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, Crest, and Danieleley 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

Remuneration throughout the time of employment includes the cost of a single bedroom within a four-person single rooms apartment (3-person in Park Place) and a monthly \$200.00 pre-tax stipend August through May* and \$750.00 pre-tax monthly stipend June and July.

*J-Term Remuneration: It is an expectation for J-term that student staff who are remaining on campus are continuing to fulfill the responsibilities associated with their student staff position, including being part of the neighborhood on-call rotation. Staff in Apartment Neighborhoods will be paid \$100 per week with at least one on-call shift worked.