

# Apartment or House Manager

Residence Life Office

**Cornell College**

One-Course-At-A-Time

Status: Student Employment  
Department: Residence Life Division: Student Affairs  
Reports To: Assistant or Associate Director of Residence Life

## Position Summary

The Apartment or House Manager at Cornell lives in the building in which she or he works and serves as a critical link between the students in her or his building, the Assistant/Associate Director (AD), and the Residence Life Office.

## Principal Duties and Responsibilities

### **Student Focus**

1. Knows and interacts with all students in the building.

### **Administrative Focus**

1. Attends regular meetings with supervisor.
2. Opens and closes the building during Winter Break and at the beginning and end of the year, including returning to campus one (1) day early in the fall, staying later at winter break and staying through Commencement at the end of the year.
3. Checks students in and out of the building, including inventory and distribution and collection of keys at designated times throughout the academic year.
4. Other duties as assigned by the Residence Life Office.

### **Facilities Focus**

1. Develops and maintains a good relationship with Facilities Management personnel, Campus Safety security personnel, and custodial staff.
2. Submits requests and follows-up on maintenance for the building.
3. Collects an accurate room inventory sheet for each resident.
4. Reports vandalism, damages, and deteriorated physical condition of the building to the Residence Life Office.

## Work Relationships

Reports to and works closely with the Assistant or Associate Director of Residence Life. Regular contact with students, Facilities Management personnel, Campus Safety personnel, and custodial staff.

## Skills, Knowledge and Abilities

Good judgment, problem solving skills, good communications skills and a sense of humor. Ability to communicate effectively with students and staff.