

Apartment & House Manager

Residence Life Office

Status: Student Employment
Division: Student Affairs
Department: Residence Life

Dates: August 2018 - May 2019
Reports To: Assistant Director of Residence Life

Position summary

The Apartment & House Manager at Cornell lives in a campus apartment or house and serves as a critical link between the residents in all campus apartments and houses, the Assistant Director (ADRL), and the Residence Life Office. The position requires being a representative of the College and a representative of student issues in the buildings and across campus.

Principal duties and responsibilities

Student Focus

- Welcomes, knows and interacts with all students in the assigned apartments and houses.
- Assists students with academic, personal and social concerns, making timely referrals as necessary.
- Communicates and promotes the mission and policies of the Residence Life Office, Division of Student Affairs and Cornell College
- Knows, abides by and enforces all rules, regulations and policies of the residence halls and of Cornell (including The Compass, the Residence Life Handbook and the Residence Hall Agreement)

Community Focus

- Creates an environment where the needs and concerns of diverse populations of students are appreciated.
- Promotes an environment that is conducive to academic and social development
- Organizes and implements activities and events for area residents
- Plans and supports hall council activities and events.
- Promotes and supports Cornell College events and activities.

Facilities Focus

- Develops and maintains a good relationship with Facilities Management personnel, Campus Safety personnel, and custodial staff.
- Submits and completes appropriate follow-up for maintenance requests.
- Reports vandalism, damages, and other facility concerns to the Residence Life Office.

Administrative Focus

- Completes and submits appropriate forms and paperwork in a timely manner.
- Other duties as assigned by the Residence Life Office.

Skills, Knowledge and Abilities

The ideal Apartment & House Manager will be able to take initiative and think critically and creatively to solve problems and to make decisions. This person will be able to communicate with and relate to a diverse group of students to understand their individual needs and to help those students establish strong social networks as well as connect with the appropriate academic, social and health-related resources on campus. The ideal Apartment & House Manager must be able to work successfully on a team as needed, must be self-motivated to work independently as needed and must be flexible in living and working in constantly changing and unpredictable environment.

Because of the nature of the Apartment & House Manager role, we recognize that not all candidates will possess all of these skills at the time of application. As such, we look for candidates who demonstrate a commitment to learning and openness to receiving training and feedback from their supervisor and/or peers.

Time commitments

- Visits each house and apartment in their assigned area at least once per block.
- Participates in all trainings, staff meetings, committee assignments, openings and closings during the year
- Helps with major on-campus events (examples include New Student Orientation and Commencement)
- Staffs Residence Hall Olympics, and housing selection processes
- Serves in a regular duty rotation (including Homecoming, Thanksgiving and Spring Breaks and block breaks).
- Has limited opportunity for additional employment on or off campus.
- Is not away from campus for more than one block without prior approval from Residence Life.

Qualifications

- Achieved sophomore status or the equivalent of two semesters of academic work by August 2018
- Achieved a cumulative 2.5 GPA (both during the application process and throughout employment)
- Be in good conduct standing with the College and able to pass a criminal background check

Remuneration

Apartment & House Manager will receive a room credit award of \$2400.00 to be applied directly to the student's account. This room credit is applied in conjunction with other financial assistance that candidates may be receiving (candidates are encouraged to meet with a member of the Financial Assistance staff to determine the impact, if any, on their financial aid).

Resignation/Termination

Students who choose not to continue on as an Apartment & House Manager or who have their Apartment & House Manager contract terminated for any reason will be required to move from their room, floor, and possibly the building in which they were employed as an Apartment & House Manager. Residence Life will also notify Financial Assistance and your aid may be adjusted accordingly.

Confirmation

By signing below I confirm that I have read and agree to the terms of the Apartment & House Manager job description. I understand that the job description above is not an exhaustive list of Apartment & House Manager tasks and other duties may be assigned.

I understand that the Apartment & House Manager is expected to abide by all expectations set by Residence Life Professional Staff members during training and throughout the year. These items will be used as part of the evaluation process regarding my continuation in the Apartment & House Manager position as well as rehire consideration for the next academic year.

Furthermore, I understand my personal conduct should at all times be in conformity with the law and with College and Residence Hall policies. My personal behavior should reflect that I am aware of my responsibility as a positive role model. I further agree and accept that the appointment to the position of Apartment & House Manager may be terminated if I fail to abide by any of the above-mentioned conditions. I accept and am willing to fulfill the Apartment & House Manager role to the best of my ability.

Print name: _____ ID number: _____

Signature: _____ Date: _____