Apartment Manager Position Description

The Apartment Manager (AM) works in the University Apartment Communities as live-in, paraprofessional staff members of the Office of Housing and Residence Life. He/she is responsible for the safety and security of the apartment communities as well as administrative tasks for multiple aspects of each community. Responsibilities include, but are not limited to, the oversight of his/her assigned area, providing duty coverage when classes are in session as well as during traditional campus breaks, and disseminating information as needed. He/she is responsible for checking all residents in and out of the apartments, the assessment of charges for damages, and the weekly monitoring of empty apartments. The AM will also serve in an on-duty rotation. The AM has the opportunity to work at the front desk at the West Campus Community Center and has the opportunity to work up to 20 hours per week at another on-campus job. The Office of Housing and Residence Life looks for candidates who will role model and promote the University’s mission and vision. This is a 10 month position, running from August to May, with an option of applying to work from May to August. Applicants may not be enrolled in internships, clinical or practicum experiences, participate in student teaching, be enrolled in the police academy, or have any academic commitments which take them off campus for significant amounts of time while employed as an AM.