Apartment Manager Job Description

The purpose of the Apartment Manager position is to foster and develop a positive community in the apartment complexes. The position requires hard work and a dedication to helping others, which in turn offers personal rewards and professional development of the individual. Apartment Managers must exhibit the qualities of leadership, teamwork, initiative, responsibility, and personal character in and through their position.

**Apartment Manager Job Description:**

The Apartment Manager position is a 9 month position with the Residence Life Department. Apartment Managers are full-time students at Truman, and must maintain a minimum cumulative GPA of 2.75. Apartment Managers are under the direct supervision of their Graduate Community Director, and are expected to assist the Graduate Community Director in the smooth operation of the apartment complex.

**Duties and Responsibilities:**

- Attend all Residence Life training events in the fall, mid-year, and spring.
- Attend one scheduled Residence Life Professional Development In-Service throughout the year.
- Perform resident check-in and check-out procedures.
- Weekly scheduled duty coverage with the other Hall/apartment staff members
- Attend weekly staff meetings as designated by the Graduate Community Director.
- Work 3-5 office/desk/apartment hours per week, depending on scheduling needs as identified by the GCD.
- Send periodic complex e-mails as needed
- Other additional tasks as assigned by GCD
- Collaborate w/ other student staff members on your respective staff and support all activities happening in the buildings associated with your hall/complex
- Identify, confront, and attend to resident concerns, policy violations, and/or emergencies in an appropriate and timely fashion.
- Be present on campus for at least half of the weekends each semester, excluding holiday weekends.
- Sleep in your apartment Sunday through Thursday nights. approval for additional time off will need to be made with your Graduate Community Director
- Be available and approachable for your apartment residents when you are home.
- Identify, report, and attend to facility concerns in an appropriate and timely fashion.
- Work with your GCD, CC, and the Facilities Supervisors to effectively respond to any facilities concerns noticed in your apartment community.

**Programming Expectations**

It is expected that each semester, each AM completes at least one community-focused program. This programming requirement has few limitations and encourages creative thinking in the implementation of activities. As part of our mission, we want to work with students so they are better prepared for life after college, to meet the outcomes associated with the values we have designated as vital to our departmental mission.

All student staff are required to submit a programming worksheet to the GCD/CC for the area in which the student staff member works. This programming worksheet should be completed in a thoughtful and thorough manner. All programming worksheets are due 2 weeks prior to the date of the intended program; this structure allows ample time for review and discussion on the part of the GCD/CC. If a student staff member would like to schedule a program without 2 weeks’ notice the student staff member is responsible for scheduling an additional meeting with the GCD/CC for the area in order to discuss the program. It is expected that in this circumstance the student staff member will arrive to this meeting with a completed programming worksheet prepared to discuss the proposed program.

All student staff will be expected to complete a sociogram during a staff meeting prior to mid-term during the fall semester. While each hall leadership has some flexibility with how the sociogram is implemented it is expected that hall leadership will review expectations of student staff prior to first year move in and review progress with each staff member after the sociogram is completed. The sociogram should aid student staff and hall leadership in identifying residents who may be struggling to connect to the community and then create a plan to reach out to these residents as appropriate.
Additional Requirements
- Door Decorations (3 per semester)
- Bulletin Boards (2 per semester)
- Spontaneous community building opportunities
- One-on-one interactions with residents
- House Meetings
- House Newsletters/Email as needed

Regarding the “Additional Requirements” outlined above, you will be informed of specific expectations during in-hall training. Community Coordinators will work directly with Student Advisors during programming brainstorming, planning, and execution.

Remuneration:
Current award of approximately $1915 per semester is placed on the student account. This award is applied to offset any housing charges, but additional funds are not refunded to the student. Apartment Manager meal plan options are at the cost of the student.