



# Apartment Building Manager Position Description

## **BASIC FUNCTION AND RESPONSIBILITY**

The Apartment Building Manager (ABM) works collaboratively with the Area Director (AD)/ Residence Hall Director (RHD) to implement the objectives of the Housing and Residential Life within Cedar Hall or University Heights at Bemidji State University. This is done by the means of fostering Community, Academics, and Networking (CAN). The ABM will create a conducive environment for learning and growth for each student. The ABM responsibilities fall into the following categories: community and personal growth and development, modeling, staff and area coordination, building leadership, Administrative duties. The ABM reports directly to the RHD and indirectly to the ARHD assigned to the building, who will determine the duties assigned. **Duties listed below reflect those possible for this position. Since communities have different needs, specific duties will be discussed with the supervisor.**

## **DUTIES AND RESPONSIBILITIES**

### Community Development

- Initiate, develop, and maintain dynamic and ongoing relationships with each student in the building.
- Create a pleasant and welcoming building environment, including posting door and other welcoming decorations, maintaining informational bulletin boards, etc.
- Be available to students on a regular basis, which includes evening and weekends.
- Foster an inclusive community where all are welcome and differences are celebrated.
- Be available to respond to emergency situations.
- Assist students with their personal, academic, and social needs by serving as a peer helper; making referrals as appropriate.
- Become familiar with campus and community resources, keep students informed of their existence and functions, and make referrals when appropriate.
- Facilitate the building in developing a positive learning community, including a study/sleep atmosphere that meets the needs of community members.
- Assist and mediate individuals and groups in achieving resolution to conflicts.
- Consistently enforce the University Code of Conduct and University policies and procedures -- seek an educational resolution to incidents and conflicts.
- Educate students about their rights and responsibilities as community members of the University and the greater Bemidji community.
- Identify the needs and interests of students in order to promote a well-balanced offering of programs designed to enhance student learning, growth, and development.
- Assess resident programming needs and provide opportunities for the community to participate in building, campus and Bemidji community offerings.

### Academic Support

- Promote an environment that supports academic success.
- Provide opportunities for students, staff, and faculty persons to interact with one another outside of the traditional classroom setting.
- Assist students in identifying academic goals and provide interpretation of academic policies and procedures.
- Develop and maintain academic resources for students via various forms of educational media: bulletin boards, newsletters, web pages, etc, deemed appropriate by the supervisor.
- Be knowledgeable about resources that students can utilize for tutoring, mentoring, and addressing questions about classes, academic policies and procedures, etc.

### Growth and Modeling

- Serve as an appropriate role model to students by demonstrating good study habits, concern for the welfare of others, responsibility to one's community, positive social interactions, regard for a healthy lifestyle, and an open mind to diverse lifestyles, attitudes, thoughts, and behaviors.
- Serve as a role model on and off campus in observing federal, state, and local laws, as well as University and Housing & Residential Life policies and procedures.
- Practice personal and professional growth by defining goals, taking action to meet those goals, and evaluating progress.
- Encourage and promote networking opportunities presented and available.

### Staff Cooperation and Leadership

- Function as a cooperative team member in relationships with staff, promote consistency, help solve mutual problems, provide personal and paraprofessional support, and maintain prompt and open communication with all members of the Housing & Residential Life staff.
- Develop necessary skills by attending staff meetings, training sessions, and individual meetings with the Area Director/Residence Hall Director (AD/RHD) or other Housing & Residential Life personnel.
- Share in the Housing & Residential Life evaluation process by completing evaluation procedures and openly sharing and receiving feedback from floor members, peers, and supervisors.
- Actively participate in Housing & Residential Life leadership and committee opportunities.
- Work cooperatively with Hall Council (if applicable) by fostering and publicize activities/events.
- Support the Hall Council representatives in fulfilling responsibilities.
- Promote, building and campus leadership opportunities among students.
- Attend and actively participate in scheduled department-wide staff trainings.

### Administrative

- Provide administrative support for students by completing check-in/check-out procedures, facilitating Hall meetings, aiding in the room transfer process, adhering to deadlines, responding to emergency situations, and serving as a liaison to Housing & Residential Life.

- Assist in the maintenance and improvement of physical facilities by promptly reporting damages or other concerns, encouraging student responsibility, and making suggestions for facility improvements.
- Post and share all information in adherence to the Housing & Residential Life Solicitation Policy and as instructed by the AD/RHD or designee.
- Work a minimum of two office hours within a designated area or deemed appropriate by the AD/RHD
- Perform other tasks as assigned by the AD/RHD.
- Work with the RHD and Room Coordinator to ensure that all residents are properly checked in and out, and that apartment inventories are completed accurately and submitted to Housing & Residential Life as soon as possible after the check-out.
- Facilitate initial apartment “walk-through” with each resident, or groups of residents, to discuss and demonstrate: 1) proper use of appliances; 2) regular cleaning expectations; 3) how to report facility concerns; 4) behavioral expectations; and 5) resources and support available.
- Conduct apartment walk-through monthly of each apartment to assist residents with any facility concerns, ensure apartment upkeep, and discuss any needs the residents may have.

**MINIMUM QUALIFICATIONS:**

- Must be enrolled at Bemidji State University and maintain full-time student status (12 undergraduate credits or 9 graduate credits) at all times during employment, and be sensitive to the demands of the job when determining class schedules.
- A minimum GPA of 2.0 (semester and cumulative) must be achieved upon hiring and maintained for all subsequent periods of employment.
- ABMs wanting to take more than 18 credits per semester or student teach must consult with their supervisor (AD/RHD) before registering.
- Must be in good standing with the university conduct system (no conduct probation) and have no major conduct code violations.

**SUPERVISION RECEIVED**

Functional and administrative supervision is received from the AD/RHD and the Assistant Residence Hall Director.

**REMUNERATION:**

Remuneration for the Apartment Building Manager will be housing in the assigned area, fall and spring training meals, and \$2,500 academic year stipend