APARTMENT MANAGER  
Friedman and Conway Apartments  
Job Description  
2015-2016

OVERVIEW

The Apartment Manager (AM) is a member of the administrative staff of the College via the Office of Residence Life and reports to the Area Coordinator (AC) of her/his assigned area. The AM is expected to act as a liaison between the residents of the house and the various service departments of the College and to be available regularly to students as a source of information, advice, and help.

The AM’s most direct link to the Office of Residence Life is the Area Coordinator, who meets regularly with the AM to provide information and support. Additionally, the Associate Director, Assistant Director of Residence Life and the Director of Residence Life are available to the AM, as needed.

There is one AM for the Friedman apartments and one Conway House.

The AM is expected to fulfill the following responsibilities:

TRAINING, SUPERVISION, AND EDUCATION

1. Attend several orientation/training meetings in the prior spring semester. After being appointed, attend residence life training in August residence life training in August (a two-week orientation/training program before school starts) and in-service training throughout the year, in addition to the training period during the January interterm. As training is mandatory, please be aware of scheduled training dates during August and January, made available to you in a timely manner. In the event that a Head Resident needs to be excused from a training session, it is required to provide a written request to the Area Coordinator well in advance for approval. You will be held accountable for time and information missed.

2. Attend regular meetings and workshops as called by the Area Coordinators or the Director of Residence Life. This would include a two-hour weekly area meeting on Tuesday evenings.

3. Meet for supervisory/one-on-one meetings with the Area Coordinator.

4. Participate in a formal Head Resident feedback process.

5. Attend required professional development sessions throughout the year. Committee work be substituted as professional development as determined by area coordinator.

6. Submit weekly reports each Monday by 1:00 PM to your Area Coordinator. Community Report Forms and other administrative paperwork should be turned in, in a timely manner.

HOUSE RESPONSIBILITIES

1. **Accessibility**
   
   a. Be accessible in the apartment complex often.
   
   b. Be available for 5 apartment hours per week when you are accessible to house members. These
hours should be widely posted in the complex with one hour each week being a “floating hour” when you walk around the apartments to see residents and note facilities concerns.

c. Learn the procedure for emergencies established by the College, communicate and disseminate these procedures to all members of the house.

2. Nights

a. Nights away should be taken in reason and with the permission of the Area Coordinator. For each night away you must arrange for another HR/HCA/HC to be a contact person for that evening. Leave contact and emergency information for residents.

b. Extended time away (2 or more nights) should be discussed in advance with your Area Coordinator.

3. Maintain Community Standards

a. Know, understand and follow house and college policies and help other students understand their rights and responsibilities as members of the community.

b. Ensuring that as a student staff member, you uphold the policies of the house, college and hold others accountable for doing the same.

c. Address violations of college policy.

4. House Administration

a. Serve as a communication link between students and the administration by posting and announcing information.

b. Assist the Assistant Director of Residence Life by keeping accurate records of the students residing in the house, assisting with the room draw process, and other assigned tasks.

c. Support Building Services in an effort to keep accurate room condition reports (RCRs), including checks in and out when people move in and out of rooms.

d. Complete apartment checks for Fire, Health and Safety inspections and for special circumstances as directed by the Area Coordinator and Assistant Director that are within the policies and procedures of the Smith College Handbook.

4. Keys

a. Assists in managing keys and keeping accurate records. Report any lost keys to the Student Affairs Office and instruct students to pick up replacements at Campus Police. Do a final check on keys at the end of the year and turn them and all records in to the Student Affairs Office.

b. Sign out white tag keys for emergency lockouts. If in the house, the Apartment Manager must manage all lockouts between 9 am and 1 am. The AM is responsible for the tag keys. Any missing keys will result in a $10.00 charge for each missing key.

**HOUSE-SPECIFIC RESPONSIBILITIES**

**Conway:**
- Manage house funds and social dues.
- Maintain newspaper subscriptions.
- Be aware of the issues and needs of families living together with children.

**Friedman:**
- Help with Apartment Party registration/explain party registration process to residents.
• Monitor condition of complex laundry room.

VACATIONS
1. Assume responsibilities connected with Fall Opening of the house (including checking students in, identifying "no shows", etc.), Winter break closing, (which means remaining in the apartments until after finals end), and the Spring closing of the house at the end of the academic year. Apartment Managers must stay in their house until the day after the house closes in order to complete closing duties for the house.
2. Be in residence during the full duration of Senior Week. If time away is needed you are required to discuss this in advance with your Area Coordinator and secure a contact person for the house.
3. Staff that are on campus for the full duration of January term and have no other significant commitments during this time will be financially compensated for staffing houses. Houses will be staffed on a “first come, first serve” basis as there is limited funding for compensation.
4. Support the efforts of Building Services connected with opening and closing the house at vacation times (including sign-out sheets, mail forwarding lists, room checks and inspections, etc.).

COLLABORATIONS
1. Connect with and serve as a liaison to, Building Services supervisors, custodial, and housekeeping staff.
2. Manage written requests and call in any emergencies for Facilities Management assistance.
3. Cooperate with Campus Police by investigating and resolving noise and other complaints.
4. Cooperate, communicate and act as liaison with all departments, offices and individuals at Smith as outlined in this job description, including, Dean of Students, Class Deans, Chapel Staff, International Students and Study Abroad, Multicultural Affairs, to name a few.
5. Assist in the room selection process (Room Draw) and staff selection (both Fall and Spring semesters), with the amount of hours needed to work determined by the professional staff.
6. Participate in Otelia Cromwell Day Events.
7. And other duties as assigned by the College.

MISCELLANEOUS
1. Work 5 hours a week in the Area Office on projects or other Residence Life/Housing related tasks at the discretion of the Area Coordinator.
2. Other tasks as assigned by supervisor.

COMPENSATION

The Apartment Manager (AM) receives the full work-study amount allowable for the year, amount $3198 (2014-2015 work study mount). This is disbursed via bi-weekly checks and is considered taxable wages. If the staff member agrees to work during January term they will be compensated an additional $230 (approx.) for the year. The AM’s compensation will be prorated if her/his start or end date differs from the standard contract dates.

The AM may not hold a second campus job, regardless of whether or not she/he receives financial aid. The AM may supplement her/his earnings with spot jobs and off-campus positions, after discussion with the AC.

The AM must file I-9 and W-4 forms with the Student Payroll Office prior to employment. The AM’s paychecks will not be issued if these forms are not completed.

Updated 1/15/2015
The AM must sign the Contract for Employment for Residence Life Student Staff Members.

The AM must be a full-time matriculated student at Smith College throughout the period of employment and must maintain a 2.5 cumulative GPA.

The AM will be terminated at any time as a result of:
1. Violating the College’s Alcohol Policy
2. Harming or threatening to harm another person

The AM’s employment may be terminated at any time as a result of the following conditions:

1. Violation of College policy;
2. Academic probation;
3. Failure to comply with the conditions of a warning or probation, as issued by the AC;
4. Unsatisfactory job evaluation;
5. Withdrawal from the College.

Resignation should be discussed with the AC. In the event of resignation or termination, the AM will vacate her/his assigned room/apartment and return all keys to the AC or the Assistant Director of Residence Life within 72 hours. Staff members who leave their position mid-year may not continue to live in the same house in which they were a staff member. The Assistant Director will reassign the former AM to a new room.

**Continuation of the appointment, and the remuneration and benefits, is dependent upon satisfactory job performance and student status with the college.**

**Important Note**
These stipends may affect the AM’s financial aid allotment. Because financial aid packages differ from student to student, any student interested in the AM position should contact the Financial Aid Office for information about how the financial aid package may be affected. No student whether on aid or not may hold more than one “permanent” job on campus. This means that you cannot hold a second campus job; however, you may supplement your primary earnings with spot job earnings. The limitation of one primary job per student is to insure equity and opportunity among all students at Smith and has not bearing on whether you are on financial aid or not.