OVERVIEW
The Apartment Manager (AM) is a member of the administrative staff of the College via the Department of Residence Life and reports to the Area Coordinator (AC) of their 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 Department of Residence Life is the AC, 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.

The AM may not make any commitments to student activities or organizations that would conflict with the responsibilities and time commands of the position, including training. After personal and academic needs, an AM’s primary commitment is to their apartment complex.

There are two AMs for the Friedman apartments and one for Conway House.

The AM is expected to fulfill the following responsibilities:

TRAINING, SUPERVISION, AND EDUCATION
- Attend residence life training in August - a two-week orientation/training program before new student orientation and the start of classes - and participate in monthly in-service Trainings.
- Attend a January training to take place at the end of January term before Spring classes begin.
- Attend regular staff meetings as arranged by the AC (typically weekly, two-hour meetings on Tuesday evenings).
- Meet for regularly scheduled supervisory/one-on-one meetings with the AC.
- Participate in a formal AM and AC evaluation processes.
- Submit Weekly Reports to your AC.
- File Community Reports and other administrative paperwork as assigned by your AC in a timely manner.

HOUSE RESPONSIBILITIES
- Accessibility
  - Be accessible in the apartment complex often.
○ Be available for 2 apartment hours per week when you are accessible to house members. These hours should be widely posted in the complex with some of that time spent walking around the apartments to see residents and note facilities concerns.
○ Learn the procedure for emergencies established by the College, communicate and disseminate these procedures to all members of the house.

● **Nights**
  ○ Nights away should be taken within reason and with the permission of the Area Coordinator. For each night away you must arrange for another AM/HR/HCA/HC to be a contact person for that evening. Leave contact and emergency information for residents.
  ○ Extended time away (2 or more nights) should be discussed in advance with your Area Coordinator.

● **Maintain Community Standards**
  ○ Know, understand and follow house and college policies and help other students understand their rights and responsibilities as members of the community.
  ○ Ensuring that as a student staff member, you uphold the policies of the house, college and hold others accountable for doing the same.
  ○ Address violations of college policy.

● **House Administration**
  ○ Serve as a communication link between students and the administration by posting and announcing information.
  ○ Assist the Area Coordinator and Assistant Director of Residence Life by assisting with the housing assignments processes and other assigned tasks.
  ○ Support Building Services by reporting apartment damages and helping educate residents on how to place work orders.
  ○ Complete apartment checks for Fire, Health and Safety inspections as directed by the Department.

**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.
- Manage social dues.
CAMPUS BREAKS

- Complete tasks associated with Fall opening (including checking students in, identifying "no shows", etc.), Winter closing, and Spring closing. AMs must stay in their house until the day after the conclusion of final exam period in order to complete closing duties.
- Communicate early with your supervisor about when you are planning on leaving for Thanksgiving and Spring breaks.
- Remain in residence during the full duration Senior Week. If time away is needed you are required to discuss this in advance with your AC and secure a contact person for the house.
- 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.

COLLABORATIONS

- Connect regularly with and serve as a liaison to Building Services supervisors, custodial, and housekeeping staff.
- Manage written requests and call in any emergencies for Facilities Management assistance.
- Cooperate with Campus Police.
- 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, Religious and Spiritual Life, Health Services, Wellness, International Students and Study Abroad, and Multicultural Affairs.
- Assist in educating your house about the Room Selection process and help answer resident questions.
- Participate in Otelia Cromwell Day Events.
- And other duties as assigned by the College.

COMPENSATION

The Apartment Manager (AM) receives an hourly wage of $12/hour for five hours. This is disbursed via bi-weekly checks and is considered taxable wages. AMs will have first priority to work in one of the Area Coordinators’ offices as an Office Assistant, or can apply to other work study positions on or off campus for five additional hours.

If the staff member agrees to work during January term they will be compensated an additional $320 (approx.) for the year. The AM’s compensation will be prorated if their start or end date differs from the standard contract dates. AM’s will receive an additional stipend for fall training.

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.

CONTINUATION

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:
- Violating the College’s Alcohol Policy
- Harming or threatening to harm another person

The AM’s employment may be terminated at any time as a result of the following conditions:
- Violation of College policy;
- Academic probation;
- Failure to comply with the conditions of a warning or probation, as issued by the AC;
- Unsatisfactory job evaluation;
- Withdrawal from the College.

Resignation should be discussed with the AC. In the event of resignation or termination, the AM and roommates will vacate their 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 Financial Note
The compensation 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.