

Apartment Manager *

Function of Job:

Under general supervision of assigned administrator, manage administrative and office functions, supervise assigned office and/or maintenance staff and related operations for college/university apartment complex(es), including residing in a student apartment facility and providing oversight of residents.

Characteristic Duties and Responsibilities:

1. Live in assigned apartment complex and be available for evening and weekend monitoring of student/resident's behavior.
2. Develop and present educational, cultural, social and recreational programs for various need populations, including students, parents, children, and faculty.
3. Be responsible for daily maintenance, major repairs and renovations to apartment complex(es) including determining when an outside vendor is required.
4. Hire, train, assign work and supervise and evaluate housing assistants, office staff, and/or maintenance staff as assigned.
5. Prepare proposed budgets and/or expense reports for items such as labor, programming, maintenance, repair/renovations, furnishings and energy for manager's approval and monitor charges against appropriate accounts monthly.
6. Coordinate assigned functions with residential life office, billing office, maintenance, and other offices as needed.
7. Serve as conference manager during the summer and develop marketing materials to encourage greater summer usage of facilities as assigned.
8. As required, develop and annually update long-term repair and renovation program and projected costs for major systems as well as equipment and furnishings and maintain assigned inventories.
9. Establish and implement policies and procedures responsive to residents' needs and concerns for assigned apartment building(s).
10. Intervene and counsel residents on behavioral and conduct issues, respond to violations of residential community standards and student behavioral regulations, and work with student judicial system as appropriate.
11. Develop, implement, and evaluate preventive, routine, and emergency maintenance plan for apartment complexes.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and one year of residential experience.
2. Supervisory ability to direct, train, supervise and assess the work of assigned staff.
3. Strong written, oral, and presentation skills.
4. Computer skills as required by department.

Additional Desirable Qualifications:

1. Residential work experience in higher education.

6/12/06
System Approval

5/16/06
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised – original approved 8/18/86 as Assistant Property Manager - Apartments