

# SDSM&T Apartment Manager

## Job Description for 2010-2011

The Apartment Manager (AM) is a student employee within SDSM&T Residence Life under the direct supervision of the Director of Residence Life. The apartments are under the administration of the Director of Residence Life. Residence Life adheres to policies set forth by the South Dakota Board of Regents and the South Dakota School of Mines & Technology. The AM is a valued and essential employee who is selected for organizational and personal skills such as good judgment, common sense, sense of responsibility, caring attitude of community, the ability to organize, knowledge and skills to do light cleaning and maintenance, as well as positive interpersonal communication skills.

### The Benefits

- The AM's compensation package for the academic year is calculated by adding compensation (payable in monthly installments); room rent credit and meal plan credit. The AM resides in an apartment in their respective complex at reduced cost. Estimated 10-11 compensation is as follows:

Compensation.....	\$6576.25
Meal Plan credit (\$250 per semester) .....	\$500.00
Parking Permit .....	\$54.00
Rent Credit.....	\$3000.00
Total Compensation Package* .....	\$10,130.25

\* estimated total compensation for the apartment manager during the employment year working an average of 25 hours per week for approx. 39 weeks may be expressed as an hourly rate of \$10.39 per hour. During certain time periods planned hours will exceed 25 hours per week; however the overall average throughout the academic year will be 25. At other times, documented work in excess of 25 hours for a week Sunday – Saturday will be compensated at rates indicated within. Over the course of the employment year, the AM will be compensated for a total of 975 hours. The AM is not compensated for residency time during semester break except as indicated below.

Understand that time at class, at meals, and generally anytime away from the apartments is uncompensated time. It is not considered duty time. Further understand that at times when you are in the apartments, but not performing scheduled duty, much of your time may also be uncompensated time. For example, you may sleep, watch TV, do laundry, study, and generally engage in personal, non-duty-related activities. However, when you are responding to problems, attending staff meetings, performing administrative tasks (posting bulletin boards, etc.), attending to cleaning or maintenance needs, or conducting a program, etc., such time is considered compensated time. Also, AMs will serve within the on-call with rotation with other ResLife Sr. Staff.

- The AM position provides the student with valuable leadership experience, organizational opportunities and personal growth and development that is unique and extensive.

### Requirements of Employment\*

- AM must be enrolled as a full time student (graduate or undergraduate) at SDSM&T.
- AM must maintain a cumulative academic grade point average of at least 2.5 during the employment period.
- AM must have residence life experience (at least having lived on-campus; RA, FA or Summer Crew on-call experience preferred).
- AM must model appropriate behavior as an employee of the SDSM&T Residence Life.
- AM must abide by and commit to support all BOR, college and residence hall policies and all local, state and federal laws.

\* The requirements listed are a minimum at the time of initial employment and may, at the discretion of the Director of Residence Life, be waived to allow the AM to continue employment from one semester to another. Conversely, at the discretion of the Director of Residence Life, the AM may be terminated when minimum requirements are no longer being met.

### Conditions of Employment

- The AM will attend and participate in all Sr. Staff meetings, staff development and training sessions, seminars, in-service and meetings as scheduled by the Department of Residence Life or university administration.
- The AM employment period begins on August 9, 2010 at 8:30 a.m. and ends May 20, 2010 at noon.
- As employer, the college has the right to terminate the AM with justifiable reasons immediately to maintain a level of essential tasks and services to students. Violation of any university or residence life policies or rules may be grounds for dismissal from the AM position.

### Expectations of Employment

The AM will provide quality services and promote living, learning and leading communities that provide students with opportunities, which support the purpose of SDSM&T and the philosophy of SDSM&T Residence Life. This includes, but is not limited to, the following:

- Provide overall management of your assigned complex, including check-ins/check-outs of residents in assigned complex; enforcement of BOR, university and residence life policies; student conduct meetings, etc.
- Plan and implement one large event at the start of fall semester for the apartment complex.
- Know all resident names in assigned complex area by the 3<sup>rd</sup> week of classes.
- Maintain weekly contact with residents of assigned complex throughout academic year.
- Develop and implement at least one complex activity each semester.
- Walk through the complex common areas at least 3-4 times each week.
- Care for and clean public areas of the apartment complexes at least weekly, or as needed.
- Provide light maintenance as needed and referral of larger maintenance needs in a timely manner.
- Attend all ResLife Senior Staff Meetings.
- Serve on a weekly rotation of Sr. Staff.

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*SDSM&T is an EEO/AA employer and provider.*