

Resident Manager

The Hopson Flats

POSITION DESCRIPTION

The Resident Manager (RM) is a resident of Hopson Flats who is responsible for working closely with the staff and residents in creating and maintaining an atmosphere that promotes student development and acceptance of diversity through community living at Hopson Flats. The RM will assume specific responsibility for the apartment community. The position carries part-time, live-in responsibilities with opportunities for assignment and renewal determined on a yearly basis.

The management encourages a strong focus on community development and seeks candidates who enjoy working in community settings that promote healthy living and learning environments. The Resident Manager is directly responsible to Grubb & Ellis|Paramount Commerce and receives compensation in the form of free rent for his/her bedroom. Few positions afford a better opportunity for experience in working with individuals and groups, while dealing with a wide variety of issues. We are looking for candidates who will role model for the other residents in the Building.

QUALIFICATIONS

1. Applicants must be full-time students and a resident of Hopson Flats.
2. Must be able to commit to one academic year of employment.
3. Must be available to maintain a schedule which ensures student contact-particularly evening hours.

Applications will not be accepted or interviews scheduled for anyone not meeting the above criteria.

DUTIES AND RESPONSIBILITIES

The Resident Manager works with a diverse group of students. The RM responsibilities incorporate student development and apartment operations that are carried out under the supervision of Grubb & Ellis|Paramount Commerce. The RM is a role model and a catalyst for positive social interaction within the apartment community.

Among the major responsibilities are:

1. Advise and support the management company;
2. Serve as a liaison between residents and management personnel;
3. Share responsibilities for enforcing policies and regulations;
4. Take part in a duty schedule;
5. Assist in the opening and closing of the Common Areas of the building such as the Game/Entertainment Room, Fitness Center, etc.
6. Stay late and return early from University recesses to assist in administration of the apartment community and ongoing community development opportunities;
7. Assist in checking residents in and out of assigned apartments;
8. Prepare reports as required by the management company and/or owner;
9. Perform other duties as assigned;
10. Abide by and enforce Resident Guide Book.