Residence Life is excited to recruit **YOU** as an Apartment Manager (AM) for the summer 2015 and 2015-2016 academic year! Included in this application packet is all the information you will need to start your journey towards becoming a premier leader on the Elon Campus; congratulations on taking this first step to changing your future!

**Community—build. connect. belong.**

Not only are AMs premier leaders on the Elon Campus, AMs are **builders** and **connectors** of **community**. They help students **belong**.

Apartment Managers **build** community, by challenging upper class students to work together as a community towards a common goal. We call this “Community Governance,” a model which helps students learn to be self-sufficient, independent members of the residential Elon community.

Apartment Managers **connect**, not only with the students in their community, but they connect with the other AMs on their staff and within Residence Life to create life-long friendships.

Apartment Managers help residents **belong** to Elon, and to their individual neighborhood. Working primarily with upper class students, AMs partner closely with Neighborhood Association to create class-year specific opportunities, which support student transitions throughout their Elon experience.

Overall, our communities are **a bit like puzzles** – each individual Apartment Manager has a unique fit and the picture is not complete even with one puzzle piece missing.

What will your fit be? What will you bring to the table and to our team? How will you help us complete our picture?

Congratulations for taking on this unique challenge to become an AM, we can’t wait to see how you will fit into our **COMMUNITY**!

Best,
The Residence Life Recruitment Team
Apartment Manager Leadership Position Description

Elon University Residence Life employs 14 Apartment Managers (AMs) who support the apartments in Danieley Center, Oaks, and Station at Mill Point Neighborhoods. The AM is an integral part of the residence life team; they are responsible for engaging apartment residents in the residential campus experience as well as the day-to-day operations that are unique to the apartment communities. This is a 12 month, live-in student leadership experience.

Apartment Manager Responsibilities (include, but are not limited to, the following):

Community Development and Education
- Maintain a visible presence in the community by working directly with students within assigned neighborhood.
- Serve as a key leader within neighborhood and actively set a high standard of excellence for customer service.
- Build inclusive relationships and respond to and document crises and emergencies.
- Meet with residents to assist in resolving roommate conflicts and other personal challenges.
- Actively contribute to neighborhood association and foster strong communities in assigned building/neighborhood.
- Maintain bulletin boards and/or public communication areas.
- Interact with diverse constituencies in an open and inclusive manner.

Role Modeling and Mentorship
- Maintain personal conduct consistent with the values, expectations, and responsibilities of the Elon University honor code.
- Serve as a role model for students both personally and professionally by knowing and abiding by Elon University policies and procedures.
- Serve as a mentor and leader within the community and actively engage in setting community standards.
- Exercise good judgment, ethical decision-making, confidentiality, and respect for community members.

Team Member
- Convey a positive attitude toward residence life, the position and its duties and responsibilities.
- Positively participate in all staff development, staff meetings and other related assigned tasks.
- Participate in the recruitment and selection of Residence Life student and professional staff.
- Actively participate in training prior to beginning employment as well as throughout the summer and academic year.
- Attend weekly one-on-one meetings with supervisor and the Residence Life “One Meeting” each Wednesday from 7:30pm to 10:30pm. One Meeting includes staff meetings, training sessions, etc.

Facilities and Administration
- Assume on-call responsibility within the neighborhood.
- Assist in facilitation of occupancy checks, room condition forms, health and safety inspections, and other Residence Life communications.
- Complete neighborhood walks of assigned building areas at least three times per week to assess the condition of furniture in common areas, safety concerns, and maintenance issues. Report concerns as required.
- Coordinate with supervisor all aspects of lease turnover at the beginning and end of apartment leases, as well as coverage for scheduled University breaks.
- Serve as a liaison between Residence Life and apartment residents by communicating pertinent information to residents and relaying any student or facility concerns to supervisor.
- Complete all required paperwork in a timely manner.
- Develop and maintain positive relationships and communication with building environmental services staff as well as the Physical Plant staff responsible for building and utilities maintenance.
- Assist with special projects and perform all other related duties as assigned.

Remuneration and Qualifications
- The Apartment Manager position is a 12 month, 20 hour per week position with employment from May 26, 2015 through May 31, 2016. Remuneration includes a full single room credit for the entire lease year and a $300/month stipend ($3,600 for 12 months). Previous experience living on campus, prior leadership experience, and strong written and oral communication skills expected; previous experience with Residence Life leadership roles preferred. A 2.75 semester and cumulative GPA at the time of hire, and rising junior/senior credit status at the start of employment are required.

If you have questions please contact Residence Life (336-278-7300) or workforresidencelife@elon.edu.
Apartment Manager Recruitment Timeline

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
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<tr>
<td>Interest Meeting</td>
<td>Tuesday, December 2</td>
<td>Oaks Commons 207</td>
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<td>7:00 p.m.</td>
<td>Delivered to:</td>
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<td>Residence Life</td>
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<td>Attn: Laura Arroyo</td>
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<td>Global C 103</td>
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<td>2980 Campus Box</td>
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<td>Elon, NC 27244</td>
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<tr>
<td>Applications Due</td>
<td>Tuesday, January 6</td>
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<td>Individual Interviews</td>
<td>Wednesday, January 14</td>
<td>You will sign up for an individual interview when you turn in your application.</td>
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<td>or Thursday, January 15</td>
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<tr>
<td>Candidate Notification</td>
<td>Friday, January 16</td>
<td>Via Campus Email</td>
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<td>Acceptance Letters Due</td>
<td>Tuesday, January 20</td>
<td>Drop off to:</td>
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<td>by 5:00 p.m.</td>
<td>Residence Life</td>
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Part I. Cover Letter
Please type a one page cover letter that includes an explanation about why you want to become an Apartment Manager. Discuss the unique challenges and opportunities of working with students in apartment style housing, as well as what skills you possess that will assist in these challenges and opportunities. Please take the time to make this cover letter professional and appropriate in nature.

Part II. Resume
Please include an up to date resume highlighting the following:
1. Previous experience in Residence Life (if applicable)
2. Service learning opportunities
3. Past work experience and transferrable skills
4. Honors, awards, etc.

*Note: The Student Professional Development Center has reserved specific times for resume writing assistance. Please review these specific times on the Elon Job Network or Residence Life website at http://www.elon.edu/e-web/students/residence_life/residential-campus/student-staff-peer-mentors.xhtml.

Part III. GPA Printout
Please include a copy of your current cumulative and semester GPA from Ontrack.

*Note: Apartment Managers must have a 2.75 Semester and Cumulative GPA at the time of hire.

*Note: Candidates who have already participated in the One Process for Resident Assistant Recruitment (and who are now participating in the Apartment Manager Recruitment Process) are only required to submit the following: A Cover Letter (Part I) and Candidate Information (Part III). A GPA and Resume is not required (we will pull this information from your previous application).
III. Candidate Information
Full Name: ___________________________  Date of Birth: ____/ ____/ ____
Student ID#: __________________________  Current Class Year: FY SO JR SR
Preferred Gender Pronoun: he/him she/her they/them Other: __________
Current Placement (Room and Building): __________________________________________
E-mail Address: ________________________@elon.edu
Major(s): _____________________________  Minor(s): _____________________________
Cell/Local Number __ __ __ - __ __ __ - __ __ __
Semester GPA: ______  Cumulative GPA: ______  Semester Hours Completed: ______

When are you available for employment? Please check all that apply.
   Summer 2015 ______  Fall 2015 ______  J-Term 2016 ______  Spring 2016 ______
*Candidates must be available to begin employment on May 26th, 2015.

Part IV. References
Please list a faculty or staff member who will serve as a reference for you. References do not
need to complete a recommendation letter, but may be contacted by Residence Life.
   Name: _________________  E-Mail: _________________
   Name: _________________  E-Mail: _________________

Legal/Student Conduct Information
Please respond to the following questions. If your response to any of these questions is “Yes” please
submit a written explanation of that item. The explanation must be attached to this application.

Have you ever been convicted of a criminal offense other than a minor traffic violation or are there
criminal charges pending at this time?
   Yes _____  No _____

Have you been found in violation of any Student Conduct charges?
   Yes _____  No _____

The information supplied in this application is correct to the best of my knowledge and in compliance
with Elon’s Honor Code. I understand that intentionally providing any false information could result in the
rejection of my application and/or rescinding of an offer of employment or contract. I understand that
Residence Life will review my student conduct and academic records in order to verify that I am in good
standing.
Fostering respect for individual differences is central to the mission of Elon University. Residence Life seeks
individuals who are eager to join us in our commitment to recognize and support the diversity of students
living in the residential communities. Residence Life does not discriminate on the basis of race, religion,
color, gender, age, sexual orientation, national or ethnic origin, veteran status, or disability.

Applicant’s Signature: ___________________________  Date: ____/ ____/ ____

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