APARTMENT MANAGER POSITION DESCRIPTION

conducting investigations into incidents involving apartment residents, and referring
residents to other University representatives when necessary.
g. Maintain regular communication with the Building Mechanic and Custodian regarding
mechanical and custodial projects and repairs.
h. Maintain communication with the Office of Residence Life, Facilities Services, and other
Marquette departments regarding mechanical and custodial projects and repairs.
i. Conduct an inspection tour of the buildings at least two times a week, reviewing all
common and storage areas.
j. Assist administrators in planning and executing capital improvements. Monitor the progress
of special projects, and report developments to the appropriate administrators.
k. Coordinate tours of the facility for individuals interested in living in university-owned
apartments.
l. Assist with annual lease signings for specific buildings.

II. Departmental Responsibilities

a. Actively promote staff unity and the mission of Marquette University in the apartments.
b. Participate in a daily, year round, rotating duty coverage schedule. This includes carrying a
pager and being available for emergency situations across campus, and may also include
working closely with other University representatives to resolve crisis situations
(mechanical, custodial, and/or personal).
c. Attend regular meetings with other AMs and representatives of the department.
d. Complete an end of the year report detailing the state of the facility and community of the
building.
e. Assist department representatives and students in making decisions about the policies and
procedures designed to enhance the experience of residents living in university owned
apartments.
f. Participate in interviewing and selection procedures for various departmental positions,
including both student and professional staff.
g. Assist and participate in the development and implementation of training programs for
departmental staff, including in-service opportunities offered during the academic year.
h. Serve on departmental and/or university committees as assigned.

III. Supervision of Front Desk Operations
 A. Order and maintain desk supplies.
 B. Organize and maintain all desk logs.
C. Develop and implement appropriate policies and procedures for desk and
mailroom.
D. Supervise Desk Receptionists and Mail Clerks. Schedule, maintain
employee records, train, evaluate, and hire desk staff.
 E. Provide input and assistance a needed with visitation programs.

REMUNERATION
Apartment managers will receive as compensation room, meal plan option, plus a financial stipend of
$3,810.00 to be paid in bi-weekly installments during the academic year of the contract. Summer
compensation may vary and is in addition to the compensation received for the academic year.