



# POSITION DESCRIPTION INSTRUCTIONS

## North Dakota University System

### POSITION DESCRIPTION

North Dakota University System

#### PART A - Identification, Duties/Responsibilities, and Task Inventory

1. Name of Employee: 1a. Position #:		2. EMPL ID #:	
3. Sub Band Title: 3a. Job Family Title/#		4. Functional Title: <b>Apartment Manager</b>	
<b>5. Please check all that apply:</b>			
<input checked="" type="checkbox"/>	Full Time	<input checked="" type="checkbox"/>	Part-Time ( FTE) 40%
<input type="checkbox"/>	9 month position	<input type="checkbox"/>	10 month position
<input type="checkbox"/>	11 month position	<input checked="" type="checkbox"/>	12 month position
<input type="checkbox"/>	Other month _____		
<b>HR USE ONLY</b>			
<input type="checkbox"/>	Exempt (If exempt, documentation required)	<input checked="" type="checkbox"/>	Non-Exempt
6. Institution: NDSCS		7. Division: Student Services	
8. Department: Residential Life		9. Unit:	
10. Work Mailing Address: 800 6 <sup>th</sup> Street North		11. Work Phone #: 671- 2224	
12. Name & Title of Supervisor: Allison Ching, Assistant Director of Leadership and Community Development, Residential Life			

#### VISION

To enrich people's lives through responsive life-long learning in a dynamic educational and technological environment.

#### MISSION:

The North Dakota State College of Science is a comprehensive, associate degree granting college founded on a tradition of quality and integrity. We deliver learner-focused education through a unique and evolving collegiate experience. Using innovative delivery strategies, NDSCS anticipates and responds to statewide and regional needs by providing access to occupational/technical programs, transfer programs, and workforce training.

#### VALUES

The North Dakota State College of Science acts in accordance with a set of shared values that complement the College's vision and mission statement.

The people of NDSCS – students, employees, alumni and friends – hold learning, integrity, flexibility and excellence in the highest regard. These values are intended to foster an environment conducive to lifelong learning and to encourage behaviors that fulfill the College's mission and meet the needs of its students.

As members of the NDSCS community, we are stewards for many constituents – students, parents, citizens. They have entrusted us with their resources and their aspirations, and we respond with personal attention, professional conduct and vibrant enthusiasm for our vocation. Each of us contributes to the success of the College, its students and its alumni. Our shared values embrace our decisions and our daily actions.

#### We Value:

**Learning:** Engage the campus community in a life long learning environment inside and outside the classroom

**Integrity:** Work with others and conduct ourselves in a respectful, ethical, honest and trusting manner.

**Flexibility:** Consider ideas from all sources and adapt to the needs of our patrons.

**Excellence:** Deliver superior programs and services that distinguish the college from its peers.

13. What is the function/mission of your department?

**The Department of Residential Life supports the academic achievement, involvement, and development of students by providing safe, inclusive and vibrant living environments.**

14. What is the purpose of your position?

**The Apartment Manager is responsible for coordinating social and educational programming, and supervision and administration of an apartment building housing up to 200 students and families per academic year.**

PART A-15 - Duties/Responsibilities:

Duty/Responsibility No: 1		Statement of duty/responsibility:  <b>Maintain a positive family living atmosphere conducive to learning and personal growth, consistent with the goals of the North Dakota State College of Science.</b>
Percent of Time: 100		
For ADA compliance, see instructions. Responsibility is (Please check one):		
<input checked="checked" type="checkbox"/> x	Essential	
<input type="checkbox"/>	Secondary	

**Tasks involved in fulfilling above duty/responsibility:**

- Attend weekly staff meetings and schedule monthly on-call calendars.
- Attend and participate in all departmental meetings, in-services and training sessions.
- Assume on-call/on-duty responsibilities when required.
- Provide safety and security for all residents which include, but is not limited to, conducting month health and safety inspections, evening rounds and weekend call.
- Communicate, interpret, and administer Residential Life and other college policies and procedures. All violation of policy must be reported.
- Work closely with Wahpeton City and College Police Departments regarding aberrant student behavior in area of responsibility.
- Refer students to other departments as needed.
- Complete programming and community building requirements assigned by the department.
- Report any emergencies following appropriate procedures.
- Collaborate with facilities management to assure and maintain a safe and healthy living environment in all campus housing (maintenance/repair, remodeling and custodial care).
- Prepare information as requested including apartment occupancy, key inventory, apartment inventory, and check-in and check-out information.
- Other duties as assigned.

PART B - Working Environment

1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?):		
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree (B.S., B.A., etc...)
	less than high school diploma	High School Diploma or GED Post secondary education preferred
X	high school diploma or GED	
	1 year college	
	2 year college +4 yrs experience	Major field of study or degree emphasis (accounting, economics, etc...)  Business, education or related field
	3 year college	
	4 year college + 2 yrs experience	
	1st year of graduate level	Specialized subject knowledge (cost accounting, MACRO economics, etc...) Residence Life experience preferred, office management, Excel, Word, People Soft
	2nd year of graduate level	
	post-graduate	
Required Work Experience in Addition to Formal Education/Training:		
Required Supervisory Experience: Preferred		
2. LICENSE/ CERTIFICATION		Identify licenses/certification/knowledge required:
3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED		<ul style="list-style-type: none"> <li>Requires use/operation of computer software, computer hardware, Microsoft Office (Excel, Word, Publisher, Access, PowerPoint); Housing Management System; Judicial Management System; PeopleSoft (student module/financial module)</li> </ul>
4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSON/POSITIONS		
Position #	Title of Person Supervised	FTE %
TOTAL		
5. INDIRECT SUPERVISION	Total number of positions indirectly supervised:	
	Total number of students or other non-banded staff indirectly supervised	

<b>6. HAZARDOUS WORKING CONDITIONS</b>	Unusual or hazardous working conditions related to performance of duties: Bodily fluids in emergency situations; blood borne pathogens.
	Precautionary measures taken to avoid those unusual or hazardous working conditions: Safety Training

**7. PHYSICAL JOB REQUIREMENTS:** Indicate according to essential duties/responsibilities.

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk			x	
Sit			x	
Use Hands Dexterously(use fingers to handle, feel)				x
Reach with Hands and Arms				x
Climb or Balance		x		
Stoop/Kneel/Crouch or Crawl			x	
Talk or Hear				x
Taste or Smell				x
Lift & Carry: up to 10		x		
up to 25 pounds		x		
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
More than 100 pounds	x			

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Employee's Signature

Date

Supervisor's Signature

Date

Dean/Director's Signature

Date

Vice President's Signature

Date

**Please Attach an Organizational Chart**