

## Facilities/Apartment Manager Information Session Fact Sheet

How do I apply to be a Facility or Apartment Manager?

- Write a cover letter, explaining why you would like the position and your preference for Residence Hall or Apartments.
- Develop a resume, highlighting:
  - All previous employment
  - Administrative, management, and supervisory experience
  - Academic clubs or activities with significant responsibilities.
- Submit two letters of recommendation with each cover letter and resume. Letters of recommendation for the FM position should be sent to Michael Stark, Carpenter Tower 203, P.O. Box 1881, Milwaukee, WI 53201-1881. Letters of recommendation for the AM position should be sent to Daniel Bergen, 1500 W. Wells St. #109, Milwaukee, WI 53233.
- Sign the grade release waiver allowing Residence Life to verify GPA requirement.
- **If you are applying for more than one position, you must submit a cover letter and resume for each position.**

What are the requirements I need to fulfill to apply for these positions?

- At least two years previous work experience.
- Cumulative GPA of 2.5 or higher at the time of application and the start of employment.
- Junior, senior, or graduate student status at the start of employment.
- Good organizational, management, and interpersonal skills.

What are the requirements I need to maintain my position?

- Remain in good academic standing with the university.
- Participate in Desk Receptionist selection (March/April 2012/2013).
- Successfully complete manager training (May 14-18, 2012) and attend training the first week of August.
- Summer work is required for the AM position.
- FMs must return August 1, 2012.
- Move-in the first week of August and be available during all of August to prepare buildings for opening.
- Remain to close buildings at winter break, spring break and the end of the year.
- Participate in a year-round (including Christmas break) duty rotation for the university apartments and residence halls.
- Supervise a desk as required by your position.
- Must seek approval to work beyond the manager position -- if approved, limited to 10 hours per week.
- Student teaching, internships, or other assistantships are not permitted. Other significant academic commitments will be reviewed on a case-by-case basis.
- Meet all expectations articulated by direct supervisor.

What are the dates and deadlines I should keep in mind during the selection process?

- **November 14** – Information Session at Noon in Campus Town East Multipurpose Room
- **November 15** – Information Session at Noon in Campus Town East Multipurpose Room
- **November 16** – Information Session at 8pm in Campus Town East Multipurpose Room
- **November 17** – Information Session at 8pm in Campus Town East Multipurpose Room
- **January 18** – Cover letters, resumes, and letters of reference are due by 4:30 p.m. to the Office of Residence Life located on the second floor of Carpenter Tower.
- **January 26 – February 3** – Apartment Manager Interviews
- **January 30 – February 3** – Facilities Manager Interviews
- **February 10** – Notification letters sent

*If you have questions regarding the **FM position**,  
contact Michael Stark at 288-7208.*

*If you have questions regarding the **AM position**,  
contact Dan Bergen @ 288-7281*