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 should be sent to Mary Janz, Carpenter Tower 203, P.O. Box 1881, Milwaukee, WI 53201-1881.
- 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.
- Successfully complete manager training (May 15-19, 2006).
- Summer work is required for the AM position. FMs must return the first week in August.
- Be available during the month 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?
- December 1 – Information Sessions at Noon & 7pm in Campus Town East Multipurpose Room
- January 17 – Information Session at 7pm in Campus Town East Multipurpose Room
- January 18 – Cover letters, resumes, and letters of reference are due by 5:00 p.m. to the Office of Residence Life located on the second floor of Carpenter Tower.
- January 24 – February 3 – Interviews
- February 17 – Notification letters sent

If you have any questions regarding the FM position contact Mary Janz at 288-7208.
If you have questions regarding the AM position contact Dan Bergen at 288-7281.

Good Luck!!