APARTMENT MANAGER POSITION DESCRIPTION
Updated: October 2024
The Apartment Manager (AM) is an integral part of the team that provides for the day-to-day
operation and maintenance of the university apartments, as well as the ongoing preservation of
the facilities and services within these communities. The Apartment Manager is immediately
supervised by a Residence Hall Director for University Apartments, but will collaborate with
other Residence Life staff members on a regular basis. The Apartments Manager position is a
12-month appointment, with additional responsibility for Desk Receptionist selection.
QUALIFICATIONS
Apartment Managers should have at least two years of previous work experience, demonstrating good
organizational and management skills. AMs should have junior, senior, or graduate standing with the
University, and need to maintain a cumulative grade point average of 2.50. Residency in the university

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