

UNIVERSITY HOUSING AND DINING SERVICES

Western Illinois University - Graduate and Family Housing
Resident Manager Application for Spring 2012

FUNCTION: As a member of the Graduate and Family Housing staff team, the Resident Manager will strive to create a community that will enhance a student's academic, developmental, and personal lives, and that will support the purposes and goals of University Housing and Dining Services and Western Illinois University. The Resident Manager must understand and relate to the unique needs of married students, single-parent students, married students with children, non-traditional students, and international students. This is a live-in position with a general understanding of 24 hour coverage, but with general daily hours of 8:00 am - 6:00 pm. The Manager reports directly to the Assistant Complex Director and indirectly to the Complex Director of Graduate & Family Housing.

We have multiple openings for the RM position that would begin as early as immediately.

QUALIFICATIONS:

1. Qualified applicants must be able to lift a minimum of 25 lbs.
2. Managers must be able to walk 4 Flights of Stairs and Walk 400 yards.
3. Managers must be able to handle frequent bending, kneeling, and reaching.
4. Applicants should be able to work periods of eight hours during opening and closing with only small breaks and time for lunch.
5. Able to handle light machinery (i.e. snow blower) and remove snow during winter months.
6. Must reside in Graduate and Family Housing during term as Resident Manager. Preference will be given to applicants that meet the qualifications to reside in GFH.
7. Must be able to stay over break periods to assist with the Duty Rotation.
8. May only hold a two-thirds time or less graduate assistantship. If greater than a two-thirds time assistantship is obtained while employed as a resident manager, this position must be resigned.

PERSONAL INFORMATION:

Name: _____ Date: _____
Last First M.
Campus Address: _____ Phone Number: _____
Home Address: _____ Cell Phone: _____
Student ID No. _____ Date of Birth _____
How many semesters have you lived in University Housing (GFH or residence halls)? _____
Academic hours completed: _____ Anticipated graduation date: _____
Are you a: Graduate Student Undergraduate Student
Major: _____ Cumulative GPA: _____

Please answer the following questions on a separate sheet and attach your typed answers to the application:

1. What are the needs of Non-Traditional Students and Students with families? How would you work towards meeting these needs?
2. What do you see as the primary responsibilities of the Resident Manager?
3. Discuss your customer service philosophy and how you would apply this to the resident manager position.

REFERENCES: List the names of your 2 references that can speak to your work experience. Do not include family members.

Name	Position	Relation	Phone Number
1. _____			
2. _____			

All application materials are to be submitted in to Sara Featherlin in Seal Hall by 3:30 p.m. on October 28, 2011.

I agree that the information provided is complete and accurate to the best of my knowledge.

Signature of Applicant

Date

Western Illinois University is an Affirmative Action and Equal Opportunity employer with a strong commitment to diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including, but not limited to, minorities, women and individuals with disabilities. WIU has a non-discrimination policy that includes sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, and veteran status.