Position:
Student Activities Director/Lease Up Manager

Location:
Cardinal Villas
Labette Community College
Parsons, KS

SUMMARY

The Student Activities Director is responsible for supporting the General Manager and Villas Team efforts in the day-to-day implementation of the policies, procedures and programs that will assure a well managed, well maintained building, placing maximum emphasis on positive response to the concerns and needs of the residents, environmental health and safety and quality programs in coordination and conjunction with The Villas goals and objectives as well as creating a fun and social living environment for residents resulting in a sense of closeness and comfort to all residents within The Villas Student Community.

Essential Duties and Responsibilities
This list of duties and responsibilities may vary due to day to day needs of your property and schedule of events, meetings and tours.

1. Responsible for assisting in the daily operations of a student housing community and carrying out daily tasks to create a fun and inviting environment for student life.

2. Maintain accurate resident records and assists in typing daily reports.

3. Understand leasing campaign’s and semester occupancy goals and going the extra mile to be able to reach out to current and perspective residents to meet and maintain these goals.

4. Assist in the collection of rents and preparation of receipts. Deposit all receipts prior to bank closing each day.

5. Accepts service requests from residents and route to maintenance for prompt processing. Conduct service follow-up with resident when job is complete.

6. Responsible for knowing and adhering to all federal, state and local laws, as well as all policies and procedures contained in the manual issued by The Villas or as otherwise communicated (verbally or in writing) to site employees.
7. Spending a set amount of time focusing on social media and keeping up with residents and what is going on socially and paying close attention to college postings and making residents aware of social events.

8. Collaborating with campus student services, activities services, etc for joint events with campus.

9. Maintain courteous communication with the residents, applicants and other visitors to the property.

10. Answer incoming phone calls and handle accordingly whether prospect call, unhappy resident, service request, etc, if needed direct call to General Manager or Villas Team.

11. Responsible for helping ensure that the model units, office and clubhouse are in perfect condition. Clean, vacuum and dust when needed and if something should need attention promptly notifying the managers and/or maintenance staff.

12. Physically inspect property when on grounds, pick up litter and report any service needs to maintenance. Inspect move-outs and vacancies.

13. Plans, organizes and hosts monthly social events. Before carrying out each event the Student Activities Director will collaborate with Managers and discuss date, time and budget and plan accordingly.

14. Talks with residents on a regular basis about their experience at The Villas, and what they would like to see happen, and communicate findings to General Managers and Villas Team to discuss ways that changes or events can be done.

15. Responsible for after hours calls every other week.

16. Performs other duties as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Six months to one year previous property management, marketing, sales, public relations and/or business experience strongly preferred.

Six months to one year general office experience including typing, filing, answering telephones and able to operate Microsoft Publisher, Excel and Word. Experience in a residential rental office preferred. Experience in marketing desired.

Demonstrated success in outstanding customer service, such as that obtained in a rental office, retail establishment or a similar environment.
**Reasoning Ability**

Ability to define problems, collect data, establish facts and draw valid conclusions.

Demonstrated ability to think strategically and thorough understand of strategic development. Demonstrated ability to prospect, cultivate and mange new accounts, also to be given a strict budget and be able to plan events accordingly.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or touch objects, tools or controls and talk or hear. The employee is required to stand; walk; go up 3 flights of stairs, reach above shoulders; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Villas want to create a fun atmosphere to both work and live.

**Additional Position Information**

The Student Activities Director will be working closely with General Manager and Villas Team to create a Full, Fun, Pretty and Profitable Environment. Directors will be working closely with residents both current and prospective to create the real College Life experience that The Villas promotes. They will also plan, promote, and carryout monthly social events for The Villas residents to attend and participate in. Student Activities Directors should also have the ability to encourage and involve all Villas residents to feel included and comfortable participating in all social events.