

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Temporary Commons Manager

### POSITION OVERVIEW

This position is a temporary 3-month position responsible for providing dynamic and collaborative oversight and management for The Commons Apartments consisting of one weekend day and one evening per week. Reporting to the Director of Residential Life and Student Activities, this employee works with multiple campus departments and is responsible for overseeing and maintaining an apartment style residential complex. Employee assists in creating and implementing a positive residential and academic environment for resident students. Employee is responsible for on-call responsibilities and duty rotation. Employee must be physically present in Castine while on duty. A one-bedroom apartment on campus is available for rental. Compensation: \$300/bi-weekly.

### DUTIES

- Provides a professional staff presence in residential housing
- Serves as a liaison between students and the Director of Residential Life and Activities and other Academy administrators
- Provides resident students with academic, personal and vocational counselling
- Assists in housing inventory control and key distribution
- Participates in ongoing inspections of residence hall, physical plant and grounds, to insure Academy and government standards of health, safety and cleanliness are met
- Updates/relays dormitory work orders to Facilities
- Coordinates safety and emergency response needs with Campus Safety and duty resident assistants as necessary
- Acts as on-call crisis response/management and early intervention for student behavioural issues
- Attendance at all mandatory meetings
- Regular attendance
- Other duties as assigned

### SKILLS

- Excellent organization skills
- Ability to prioritize and to handle competing multiple projects
- Excellent written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Strong customer service skills
- Able to work both independently and collaboratively
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Computer proficiency/Knowledge of Windows Microsoft Office Suite

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

### REQUIREMENTS

- Bachelor's Degree required;
- Knowledge of and experience with crisis protocol and student leadership preferred
- Experience in residential life/student affairs

- Strong interpersonal and management skills
- Position requires that employee stay in Castine while on duty.

### **PHYSICAL REQUIREMENTS**

- Exerting up to 10 – 20 pounds of force occasionally.
- Requires occasional lifting, stooping, kneeling, crouching
- Works evenings and weekends
- Exposure to the elements walking across campus