

MBA HOUSE RESIDENT MANAGER JOB DESCRIPTION

MBA House is UBC's new graduate business residences, developed to facilitate collaborative learning, exchange of knowledge and ideas and forging relationships between students, staff, alumni and the business community. The centerpiece of MBA House is the Commons Room which will serve as the meeting place of academia and the business community.

The MBA House Residence Manager will be employed to build community, respond to resident's needs and help fulfill the MBA House Vision. In return they will be paid a stipend and receive subsidized rent.

MBA HOUSE VISION

MBA House serves as a world class residence facility for students to engage with each other, with staff, faculty and alumni colleagues. MBA House is a dynamic place for the meeting of minds, cultures and diverse perspectives – a pivotal fulcrum that links people and ideas together to create synergy and borderless opportunities. MBA House will provide an exceptional environment for cultivating lifelong connection between students, staff, alumni and the business community – creating a legacy that runs synonymous with the UBC MBA learning experience.

RESIDENCY MANAGER RESPONSIBILITIES

Under the direction of Village Gate Homes Property Manager, the MBA House Resident Manager will live in MBA House and promote a community that is safe, secure and conducive to academic pursuits, personal growth and learning. The MBA House Resident Manager will work in cooperation with residence, staff, housekeeping and maintenance to ensure MBA House is a world class residence facility.

1. Work with the Property Manager to organize the student move in & move out and welcome program (mandatory availability dates required).
2. Go door to door to meet and greet all residents by the end of the first two weeks of each term.
3. Liaise with Village Gate Homes Property Manager on an on-going basis and effectively respond to students' needs, questions, and concerns in a timely and responsible manner.
4. Liaise with Property Manager about any student behavioural concerns or issues.

5. Be present and visible to residents throughout the MBA Program. This is accomplished by:
 - Establishing regular office hours, minimum 2 hours per work during which the Resident Manager must be out of their room accessible to students.
 - Being available when residents move in and move out.
 - Being active and approachable throughout the MBA Program
 - Building community spirit within MBA House.
6. Create and post notices/communication around the building when required. Provide residents with information and assistance in dealing with personal, academic and administrative concerns. Make appropriate referrals.
7. Be on call (via cell phone) a minimum of two weeks per month, fulfil on call duties as required by the Property Manager. Whenever in residence, respond to any emergencies that may arise.
8. Respond in a timely and appropriate fashion to enquiries from residents and the Property Manager.
9. Oversee MBA House facilities such as mail distribution, bikes, sports equipment, BBQ, MBA House Library, cleaning equipment etc. Set up effective systems to manage these facilities.
10. Set an exemplary standard of conduct at all times.
11. Attend a weekly staff meeting, as well as any other meeting as requested by the Property Manager, MBA Society Executive or the Sauder School of Business.
12. Establish and chair the MBA House resident's council. This council should meet once every month.
13. Serve as a liaison between the residents, Property Manager and MBA Society by communicating pertinent information from various offices to the residents and interpreting residents' reactions to the Property Manager.
14. Maintain and update the bulletin boards within the residence.
15. Complete safety rounds of all floors nightly per a checklist.
16. Complete various administrative tasks on a regular basis, i.e. Work orders, residence notices.
17. Set up a service fee collection system.
18. Be the custodian of the master key. In the event of a lockout, let the resident into their room and collect a service fee.
19. Setup an on call rotation and responsibilities.
20. Assist in recruitment and training of your replacement
21. Lead the organization of the MBA House Thanksgiving.

REQUIREMENTS

1. The MBA House Resident Manager must be a registered UBC MBA Student.
2. The MBA House Resident Manager must live in MBA House.
3. Maintain a good academic standing (greater than 68% in all subjects).
4. Excluding the summer internship, the MBA House Resident Manager is not permitted to accept other employment during their term while employed as MBA House Resident Manager.
5. The MBA House Resident Manager is required to remain in Vancouver during the summer to complete their internship.
6. Attend and participate fully in the Residence Advisor Orientation and ongoing training.
7. Be present and available to give a handover to the in-coming MBA House Resident Manager.
8. Be on site five out of seven evenings each week and sleeping in own room five out of seven nights each week. This weekly requirements must include Friday and Saturday.
9. Gain consent from Village Gate Homes Property Manager to be away from residence for a period longer than 24 hours
10. Maintain the highest level of confidentiality in regards to resident issues.
11. Be available for move-out July 27th – 31st.
12. Be available for move-in August 1st – 5th and August 31st and September 1st – 4th.