

# **Campus Town**

## **Marketing and Leasing Graduation Assistant Position Description**

**JOB TITLE:** Marketing and Leasing Graduate Assistant  
**REPORTS TO:** General Manager (Supervisor)  
**FLSA STATUS:** Non-Exempt

### **Summary:**

The Marketing and Leasing Assistant is a paraprofessional member of Campus Town and COCM; the MLGA is responsible first to their supervisor(s), the General Manager, and second, to the Assistant General Manager. As a representative of Campus Town, the Marketing and Leasing Graduate Assistant is responsible assisting with marketing and leasing efforts and for positively contributing to a high quality living experience for our residents.

**Specific Responsibilities:** The responsibilities of a MLGA are many and varied. Major responsibilities include:

### **A. Administrative Responsibilities:**

1. Will have a minimum of 25 office hours per week. With the understanding that the required number of hours may increase depending on the need of the Office.
2. Attend/oversee various Marketing Events, including, but not limited to Open Houses, Accepted Student Days, and Homecoming at TCNJ.
3. Oversee resident satisfaction efforts such as conducting research for desired amenities and associated costs, overseeing surveys, and resident appreciation events.
4. Oversee the training of Resident Assistants as tour guides; ensure 'tour' room(s) are coordinated for best showing
5. Ensures Leasing signage is posted (flyers and posted regularly on social media) during leasing periods.
6. Assists with and helps implement the lease signing process
7. Oversees parking process including applications and assigning of spaces
8. Assists with file completion through file audits each semester, in line with COCM audit policy.
9. Coordinates assignments of new students and facilitates room changes
10. Customer Service – may assist the General Manager and/or Assistant General Manager by returning calls and inquiries on their behalf
11. Serves as a backup to the Office Coordinator at times of absence in that role
12. Performs other clerical duties as needed, such as filing, photocopying, ad collating.
13. Other duties as assigned

### **B. Foster a sense of responsibility, as well as an advisory role with each individual Resident Assistant:**

1. Foster an environment in which people's rights and differences are respected.
2. Have a working knowledge of the terms and conditions for residential living.
3. Serve as a positive role model by conducting self in a mature and responsible manner in the presence of residents, both within and away from Campus Town, and abiding by the standards set forth in the Resident Handbook.

### **C. Time Commitment:**

1. Participate in weekly individual meetings with supervisor(s).
2. Establish and implement a personal skill development plan with supervisor(s).
3. Receive prior approval from supervisor(s) for any involvement in time commitments outside of academics. Other than personal welfare, only academic requirements shall take priority over MLGA job duties and responsibilities.
4. Receive prior approval from supervisor(s) for additional employment beyond the MLGA position (not to exceed ten hours per week).
5. Assist and be present for the Move-In and Move-Out Processes at the start and end of each semester and other periods as determined by the supervisor.
6. The MLGA position has an average commitment of 30 hours per week.
7. Involved in an overnight weeknight and weekend duty rotation shared among staff members.
8. The MLGA contract anticipated start date is August 1, 2016 and anticipated end date of June 30, 2017.

**Compensation**

- A stipend of \$10,000 per year to be paid over 12 months.
- Tuition Remission of \$5500 per academic year.

**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* – The Marketing and Leasing Graduate Assistant must be a currently enrolled full-time student (12 undergraduate credits or 9 graduate credits). The Marketing and Leasing Graduate Assistant must have a minimum cumulative grade point average of 2.5 or higher at the time of application and maintain this minimum GPA during the entire employment period. The MLGA must be in good financial and judicial standing with Campus Town, as well as his/her academic institution, at the start of the employment period and maintain good financial and judicial standing throughout the employment period.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; climb stairs; sit and use hands to finger, handle, or feel. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**Work Environment**

The noise level in the work environment is usually moderate.

Contract

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Printed Name