



2100 SOUTH 2ND AVENUE • POCATELLO, IDAHO 83201 • PHONE: 208 478 4222 • FAX: 208 478 4224
bengalcreek@tritoninv.com • A TRITON STUDENT COMMUNITY • www.bengalcreek.com

BUILDING MANAGER PROGRAM

Building Manager positions are awarded to outstanding students selected from a competitive pool of applicants. Those selected to be **Building Managers** will receive a housing contract for a school year at Bengal Creek. A **Building Manager** is a student resident who represents the **Bengal Creek Student Community**. Student **Building Managers** assist management and staff by promoting the property and providing potential residents with information regarding the property. They attend all on-property events and help in the planning and running thereof. This will include assisting with move in and move out days, college fairs, and completing office hours.

QUALITIES A BUILDING MANAGER SHOULD POSSESS:

- A social personality with the ability to interact well with people from diverse backgrounds.
- The ability to communicate clearly with prospective residents in various situations and provide professional customer service.
- Computer skills efficient for data entry, marketing design, email communication.
- Ability to maintain good working relationships with management and staff.
- A motivation to help management and staff promote the property to future students residents.
- A willingness to plan and participate in special events such as open houses, service projects, high school visits, college fairs, Ambassador activities, & property events.

BUILDING MANAGER DUTIES

Building Manager's duties include, but are not limited to:

- Weekly Office Hours • ClubHouse Cleaning Responsibilities • Locking of the ClubHouse • Visiting Assigned Apartments • Assisting with Move-In and Move-Out Days • Planning and Running Student Promotions • Maintaining a 3.0 GPA • Being Professional When Carrying Out All Responsibilities

Commitment Requirements include, but not limited to:

- **SCHOOL YEAR COMMITMENT:** August – May, minimum 20 hours per pay period
- **SUMMER COMMITMENT:** May – August, minimum 20 hours per pay period
 - **Summer Only-** The first 10 hours will go toward lease agreement and the second 10 hours and above will be paid out.
- **PAY PERIOD** = (1st – 15th of each month and the 16th – the end of the month.)
- Must be present for all move-in and move-out days, property events, and promotional activities.



BUILDING MANAGER APPLICATION

BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE FOLLOWING:

All Building Manager applicants must first be admitted to Idaho State University or other technical institutions to be considered.

Building Manager positions require maintaining a 3.0 GPA

A COMPLETE APPLICATION PACKET INCLUDES:

1. APPLICATION FORM
2. COVER LETTER WITH RESUME
3. TWO (2) LETTERS OF RECOMMENDATION
4. ONE (1) PAGE ESSAY ANSWERING:
 - "WHY YOU WOULD LIKE TO BE A BENGAL CREEK BUILDING MANAGER?"
 - "WHAT YOU FEEL YOU CAN CONTRIBUTE TO THE BUILDING MANAGER PROGRAM?"

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PERSONAL INFORMATION

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____ DATE OF BIRTH: (M/D/Y) _____ / _____ / _____

PERMANENT MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CELL PHONE NUMBER: (____) _____ HOME PHONE NUMBER: (____) _____

E-MAIL ADDRESS: _____

CURRENT SCHOOL ATTENDING: _____

YEAR IN COLLEGE: _____ FRESHMAN _____ SOPHOMORE _____ JUNIOR _____ SENIOR _____ NOT APPLICABLE