***For the 2024-2025 Facility Manager Position, please respond to the following essay questions. When complete, load as a Word or PDF document with your application on Handshake.***

**Please list your full name and MUID:**

**Are you interested in being considered for the Apartment Manager position (start date approximately May 14th), Facilities Manager position (start date approximately August 1st) or both?**

**Essay Prompts:**

1. **POSITION INTEREST: Describe your interest in the Apartment Manager (AM), Facilities Manager (FM), or both positions. What do you hope to gain and contribute if hired to the position? In addition, please note if you have any schedule conflicts with the expected position start dates or position commitments (AMs May, FMs August, Wednesday night staff meetings, and noon on Wednesday manager meetings).**
2. **DR EMAIL: Write an email message that you would send to the Desk Receptionist staff in early August if hired to the manager position. The memo should cover a welcome to the staff, training expectations, and your vision for the year. You are welcome to assume details on dates, deadlines, and building information:**
3. **DESK INCLUSION: Based on the Campus Climate Study and Office of Residence Life assessments, we know that interactions with the front desk can impact students’ perceptions and experiences of feeling included and welcomed in their residence hall or apartment. When students do not feel welcomed or included, we often look to the potential influence of bias. For example, students of color have experienced inconsistent policy enforcement from DRs across campus. What role can an Apartment or Facilities Manager take in creating an inclusive environment for students through the front desks? Describe what steps you would like to take if hired as a manager.**