

United States Jobs Expertini®

Community Manager- Honolulu Lease-up (Student Living)

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Company: Greystar

Location: United States

Category: other-general

*** This role is Onsite and based in Honolulu, Hawaii***

Greystar Student Living has partnered with the University of Hawaii Manoa and the Collegiate Housing Foundation to operate new graduate student housing. This project consists of 558 on campus graduate student beds designed for UH-M students. Greystar is seeking an experienced student housing professional to lead the project. The ideal candidate should have experience with both on and off campus student housing, graduate student housing management experience, and a history of working closely with colleges and universities to ensure alignment with partner stakeholders' goals and expectations. A demonstrated history of supporting student success initiatives is also critical.

The Community Manager is responsible for the project's day-to-day operations, including managing team members, customer service, student satisfaction, residence life, and management of resources to achieve established budgeted financial and operational goals, and ensures that the operation of the project complies with Company and University policies and procedures, Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act, and other laws and regulations governing multi-family housing operations.

JOB DESCRIPTION

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Successfully manage the lease up.

Establishes relationships with the appropriate housing, graduate school and student affairs

officials and others affiliated with the academic institution(s), by staying informed about policies that may impact the community and students, developing policies and guidelines for students, communicating regularly with college representatives, and ensuring the community's compliance with pertinent regulations.

Develop and implement a comprehensive residence life program that supports student success.

Interface with owner and University partners on a regular basis to ensure project goals are being met.

Provides input into the development of budget(s) for the project by analyzing and evaluating financial statements, reviewing current and projected marketing information, and accessing operational reports that establish historic and predict performance patterns.

Meets targeted revenues by setting rent rates, ensuring rent and fees are collected and posted in a timely manner, making financial bank deposits, and preparing and reviewing monthly financial status reports.

Approves invoices from vendors, contractors, and service providers for payment by reconciling work performed or products purchased, ensuring validity of certificates of insurance, coding charges to appropriate Chart of Account codes, and managing communication between the vendor/contractor, accounting, and the client/owner as needed.

Controls expenditures by staying within the constraints of the approved budget and manages the balance and maintenance of the petty cash fund.

Oversees the lease enforcement process by approving prospective resident applications, discounts, and new and renewal leases, conducts periodic apartment inspections, follows proper notice requirements, evicts residents, and imposes and collects late fees and other charges as allowable and stated in the terms of the lease.

Gathers, analyzes, and interprets current market and economic trends that may impact the project and implements short- and long-range marketing and leasing strategies to achieve the project's occupancy and revenue goals.

Promotes student satisfaction and retention by responding to complaints, questions, and requests in a timely manner, and taking appropriate action to resolve and address service issues. Ensures the project's maintenance team members comply with the Company and University's standards with respect to responding and completing resident service requests.

Conducts regular project inspections and takes appropriate actions to ensure that the physical aspects of the project, grounds, buildings, and amenities meet established standards for safety,

cleanliness, and general appearance and appeal.

Supervises project staff by interviewing, hiring, orienting, and training employees, and manages their performance in accordance with Company policies, values, and business practices.

Assists in managing the client/owner/University relationship by meeting with the owners, conducting project tours, providing updates and information about the project's performance, and responding to owner requests as needed.

Keeps abreast of the latest trends and changes in the industry and area(s) of responsibility by attending internal and external training classes, apartment association meetings, and other events, and accessing other information sources.

What we can offer you

Competitive salary

Excellent benefits package including medical, dental, vision, disability insurance retirement savings with a 401(k) and company match

Generous holiday & vacation package

Opportunities for growth and advancement

***** This role is Onsite and based in Honolulu, Hawaii*****

Compensation is based on geographic location and individual pay decisions will vary based on demonstrated job related skills, knowledge, experience, education, certifications, etc.

Corporate Positions: In addition to the base salary, may be eligible for an annual performance bonus that is based on individual and company performance.

Onsite Property Positions: In addition to the base salary, may be eligible for a discretionary weekly, monthly and/or quarterly bonus based on budget.

Greystar seeks to attract, recruit, advance and retain top talent. Greystar's compensation strategy is tailored to appropriately reward the skillset and experience that a team member will bring to the organization.

Robust Benefits Offered for Full-time Team Members:

Medical, Dental, Vision, Life

401(k) with Company Match (eligibility required)

Short-term & Long-term Disability

Critical Illness/Accident/Hospital Indemnity Plans

Employee Assistance Program

Generous Paid Time Off: Time off benefits include vacation, holidays, personal days, and sick time and parental leave

For Union and Prevailing Wage roles compensation and benefits may vary from the listed information above due to Collective Bargaining Agreements and/or local governing authority.

Greystar will consider for employment qualified applicants with arrest and conviction records.

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