



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

[www.sittingbull.edu](http://www.sittingbull.edu)

701.854.8000

**EMPLOYMENT OPPORTUNITIES**

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<b>Closing Date:</b>	<b>Until Filled</b>
<b>POSITION TITLE:</b>	Property Manager
<b>LOCATION:</b>	Sitting Bull College Fort Yates, ND
<b>SALARY:</b>	Administrative, Level IV (Exempt)
<b>SUPERVISION:</b>	President

**SUMMARY OF WORK:**

Responsible Sitting Bull College rental facilities, including Mobridge and McLaughlin College sites, TBIC incubator spaces, faculty and staff housing, student housing and dormitories. The Property Manager will be responsible for the day-to-day operations of the property, including finding and placing qualified tenants into the property and ensuring that the property is in good condition.

**DUTIES AND RESPONSIBILITIES:**

1. Maintains property rentals by advertising and filling vacancies, negotiating and enforcing leases, and maintaining and securing premises.
2. Establishes rental rate by surveying local rental rates and calculating overhead costs, depreciation, taxes, and profit goals.
3. Attracts tenants by advertising vacancies, obtaining referrals from current tenants, explaining advantages of location and services, and showing units.
4. Contracts with tenants by negotiating leases and collecting security deposit.
5. Accomplishes financial objectives by collecting rents, paying bills, forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective action.
6. Maintains property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and completing repairs, planning renovations, contracting with landscaping and snow removal services
7. Maintains building systems by completing work orders or contracting for maintenance services and supervising repairs.
8. Secures property by contracting with security patrol service, installing and maintaining security devices, establishing and enforcing precautionary policies and procedures, and responding to emergencies.
9. Enforces occupancy policies and procedures by confronting violators.
10. Prepares reports by collecting, analyzing, and summarizing data and trends.
11. Search out and pursue grant and other opportunities to augment the Business Center's effectiveness.
12. Must communicate effectively with others.
13. Other duties as assigned by the President.
14. Provide friendly, helpful customer service to students, clients and visitors.
15. Attend all scheduled college functions and meetings as required.
16. Serve on Governance Committee and other Committees as appointed.

17. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
18. Promote and recruit students for Sitting Bull College.

**QUALIFICATIONS:**

1. Bachelor's degree required in business, Master preferred.
2. Must be able to maintain proper records and manage the budgets.
3. Must have mechanical skills and knowledge of plumbing, HVAC and other building systems.
4. Knowledge of personal computers, database, word processing, and spreadsheet software a must.
5. Knowledge and experience in working with Federal and Tribal programs desirable. Must possess valid driver's license.
6. Available during weekends and holidays in cases of emergencies involving campus facilities.

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**New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA \* EEO \* M \* F \* V Employer**

**Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:**

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

**Any applicant not having the above documents enclosed will not be considered**