



## **RocRooms Work Exchange Program**

RocRooms and Rentals is a growing student housing provider. We are looking for someone to assist us in maintaining our quality name in Rochester. Any successful small business realizes the importance of hiring employees with a strong skill set but that also have creative and innovative abilities. Do you think you have what it takes to help maintain a small business?

### **Required Residential Assistant Co-Op Responsibilities:**

- Responding to students looking for housing and managing those leads
- Provide customer service to our current residents
- Showing prospective students our available housing
- Distributing marketing materials to schools and area businesses
- Updating website and online ads
- Participating in tenant move-ins and move-outs
- Helping with administrative tasks
- Having familiarity with general maintenance policies and procedures
- Understanding and supporting lease policies, standards, and safety procedures
- Managing social media development
- Writing updates and the Newsletter for tenants

### **Possible Helpful Abilities (Not Requirements):**

- Minor in Web design
- Graphic design experience
- Marketing knowledge

### **Co-op position: Qualifications for the position**

- Good communication skills
- Must have transportation
- Outgoing and personable
- Willingness to work outside comfort zone
- Must be driven and self-motivated with a strong work ethic

### **Benefits of working with RocRooms**

- Team Building
- Task Management/Collaborating Tasks
- Freedom to grow and be a part of all areas in the business
- Further Education
- Time Management
- Experience being a part of a growing small family business
- Brainstorming- turning ideas into reality!

### **My Experience:**

“It was my first time being in a collaborative work environment outside of school, so it was a really good way to learn how to work with actual co-workers on a real product.”

“It helped me understand how a good boss-employee relationship should be and made me more comfortable with coming to my superiors with any problems I may face.”

*-Kenny Webb RIT class of 12'*



## Application

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ College University: \_\_\_\_\_

Major: \_\_\_\_\_ Year: \_\_\_\_\_

Housing Start Date: \_\_\_\_\_ Housing End Date: \_\_\_\_\_

### Resume and Cover Letter

Please include a copy of your resume and one to two paragraphs answering the following questions:

- 1) Why you feel you are qualified for the duties and requirements of this position.
- 2) Why you would like to have this position.
- 3) What unique traits or experiences have you had that will help us as a student housing provider.

### Application Delivery:

Email: [workexchange@rocrooms.com](mailto:workexchange@rocrooms.com)

You may download an electronic version of this form by visiting  
[www.RocRooms.com/workexchange.aspx](http://www.RocRooms.com/workexchange.aspx)

Mail:

**Roc Rooms & Rentals**  
**1050 South Ave**  
**Rochester, NY 14620**

### Contact Information

Website: [www.RocRooms.com](http://www.RocRooms.com)

Phone: 585-672-4716