

Job Announcement for Director of Consumer and Tenant Affairs

Responsibilities:

- Market office to student and faculty (e.g. presentations to student groups and classes on tenant rights)
- Meet with students who have landlord and roommate disputes. Assist them to resolve the issues responsibly while upholding their rights
- Offer Off-Campus Housing Assistance to those seeking housing
- Aid in resolving Consumer Complaints on products and services. Common issues: debt concerns, automobile/housing questions, and credit score information
- Advocate for clients to opposing parties
- Research statutes and acts which may bring legal relief to students in various circumstances

Qualifications:

- Demonstrate an awareness of consumers' problems, awareness of agencies having regulatory responsibilities for consumer protection
- Possess a diplomatic, tactful approach when dealing with people, and the ability to conduct oneself in a professional manner
- Must be a K-State student

Salary: \$10/hour at 10 hours a week

Starting Date: May 18, 2009

Applications Process: Applications available online at www.ksu.edu/osas or in the Office of Student Activities, 809 Student Union, (across from bookstore on the ground floor). Applications due by Friday, March 6th, by 4 p.m.



Consumer and Tenant Affairs

Office of Student Activities and Services
809 K-State Student Union
Manhattan, KS 66506-2800
(785) 532-6541 Office
www.ksu.edu/osas/cta.htm



Consumer and Tenant Affairs Director

PLEASE ATTACH A RESUME TO COMPLETED APPLICATION

Name: _____

Phone: _____

Address: _____

Major: _____

Please respond to the following questions:

What interested you in this position?

Please list any experiences you have that would assist you as the Consumer & Tenant Affairs Director.

Campus Activities, Honors, Awards, etc.:

References:

Name and Position	Address	Phone Number
-------------------	---------	--------------

Name and Position	Address	Phone Number
-------------------	---------	--------------

Name and Position	Address	Phone Number
-------------------	---------	--------------

**RETURN TO THE OFFICE OF STUDENT ACTIVITIES AND SERVICES,
UNION GROUND FLOOR BY 4:00 P.M. FRIDAY, MARCH 6, 2009.**