

**Wesleyan University
Office of Residential Life
Job Description**

House Managers (HMs)

House Managers (HMs) are directly supervised by an Area Coordinator, with assistance from a Head Resident. House Managers are responsible for meeting the needs of their residents, maintaining community standards within their house, and supporting the house mission. House Managers play an important role in establishing an environment conducive to maximum academic, personal, and social development, maintaining healthy and safe living conditions, and providing overall support of the mission of Residential Life.

Core Duties:

Community Development

- Strive to create a sense of community and mutual respect within the living unit with an emphasis on courtesy, consideration, contribution, involvement, and adherence to University and Residential Life policies.
- Inform all residents about community standards, the Code of Non-Academic Conduct, the Honor Code, and the processes of the Community Standards Board as outlined in the Student Handbook.
- Facilitate on-going discussions related to Engagement Contract, roommate agreements, and chore charts for their house as well as responding if a resident is not living up to those expectations.
- Be available, approachable and visible to students in assigned living environment to assist with personal, social, academic and general resources.
- Hold house meetings as well as individual interactions on a regular basis to discuss community standards, mission-based events, and resident well-being.
- Collaborate with the Offices of Public Safety and Campus Fire Safety to educate students about pertinent safety issues and prevention.
- Be available during emergencies to assist in assuring the safety and security of residents. At the discretion of the Director of Residential Life, this position can be deemed essential during emergencies. This means that while other students may be encouraged to vacate campus, ResLife student staff are required to remain at Wesleyan to assist in community responses.

Education

- Plan and implement learning strategies as well as mission-based events with residents to both meet their needs and support the community's mission, in accordance with the guidelines outlined in the Residential Curriculum.
- Assess the wants and needs of the residents; plan and implement activities accordingly.
- Inform residents about the Program House Evaluation Guidelines each semester.
- Support resident-led initiatives and encourage participation in other University-sponsored events.

Communication/Administration

- Work closely with AC-on-call in responding to and resolving crises.
- Attend weekly staff meetings and regular individual (one-on-one) meetings with your Area Coordinator and/or Head Resident.
- Keep the Area Coordinator and Head Resident informed of incidents and concerns related to residents and notify the professional staff on duty when appropriate.
- Follow-up on phone calls and e-mail on a daily basis; check mailbox at least every other day.
- Assist in the administration of opening/check-in at the beginning of each semester, closing, room changes, and other tasks as outlined by the offices of Residential Life and Physical Plant.
- Remain on-campus until the residential areas are closed for each break period and assist in the closing and securing of all program houses (specific dates are available in the House Manager contract).
- Assist in the recruitment, selection, and interview processes for para and professional staff.
- Maintain an effective, consistent and timely sharing of information with the Office of Residential Life via administrative reports (i.e. communication reports, lesson plan evaluations, etc.).
- Assist with the implementation of the Program House selection process and actively recruit house members in both the fall and spring semesters, including, but not limited to, House Hopping Day and the Program Housing Fair.

Advising/Counseling/Referral

- Assist students in resolving situations of concern while remaining professional and respecting confidentiality, as well as keeping supervisors updated and informed.
- Be aware of the various campus and community resources available to students and make appropriate referrals as needed.
- Recognize when a concern is beyond an HM's level of comfort and competence and refer students to the many resources available to them.
- Address and report concerning and/or inappropriate conduct in residential facilities.
- Assist other University personnel in the early intervention for resolving situations or conflicts.
- Get to know assigned residents well enough to recognize behavioral changes or patterns that may require intervention and inform the Area Coordinator of such concerns.
- Respond promptly and professionally in crises; know appropriate protocol as outlined in the Staff Manual.

Overall Expectations:

Training

- Return to campus in advance of residents each semester (specific dates are outlined in the contract) for a comprehensive training session.
- Act responsibly during the training and not engage in behavior that might impair one's ability to participate fully.

Job Performance

- Act in accordance with the philosophy, objectives, and standards of the University and the Office of Residential Life; maintain a standard of personal conduct commensurate with the responsibilities of this position. Understand that Community Advisors are representatives of Wesleyan University and role models at all times. Being a good role model includes but is not

limited to situations involving alcohol consumption, and participation in public forums and electronic communities.

- Conduct oneself in accordance with the University's policy prohibiting discriminatory harassment and sexual misconduct. Do not begin an amorous, sexual or intimate relationship with residents in your area of responsibility, and notify your supervisor if already in such a relationship.
- Adhere to University policy as well as local, state, and federal laws.
- Maintain satisfactory academic and judicial status as outlined in the Staff Manual.
- Participate in a formal evaluation process once each semester, informal evaluation should occur regularly between the House Manager and the Area Coordinator.
- Understand that any job performance deemed unsatisfactory will be addressed in accordance with the Staff Discipline Process as outlined in the staff manual.

Remuneration

- Sophomore House Managers will receive a stipend of \$3,262.54 for the full academic year.
- Junior and senior HMs will receive a stipend of \$5,219.08.
- Paychecks are monthly.

NOTE

- Student staff members in Residential Life should be prepared for evening and weekend responsibilities, both during training and the academic year.
- Student staff members are expected to learn and practice effective time management. Staff members will not be released from job-related responsibilities unless there are clearly unforeseen circumstances that make such a request prudent and reasonable. As in the rest of life, staff are expected to balance competing priorities by planning ahead, and exercising responsible and timely decision-making skills. Any staff member who is struggling to balance their responsibilities should notify their Area Coordinator for assistance to resolve the problem before it becomes overwhelming.
- Student staff members should consult with their supervisor before committing to other activities or additional employment.
- Each summer the central staff members in the Office of Residential Life will review departmental policies and procedures to ensure that we are best serving the Wesleyan community. Changes may be made to this job description based on review findings.

Minimum Qualifications

- Applicants must have full-time enrollment status at the University, and must have sophomore class standing by the date of employment.
- Applicants must be in good academic standing, and can have no more than one judicial point at the time of application.

Preferred Qualifications

- Preference will be given to applicants who have demonstrated leadership experience, as well as a desire to serve as a role model, and assist peers.

Terms of Employment

- ResLife student staff will adhere to all policies of the University. ResLife student staff must be United States citizens, permanent residents, or valid F-1/J-1 student visa holders. All ResLife student staff must reside in University housing during their contract period.

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