JOBTITLE: Residence Manager (Part time)

STATUS: Part time, non-exempt

LENGTH OF EMPLOYMENT: As needed

JOB OVERVIEW: The Residence Manager Assistant (RMA) is expected to have a vital interest and involvement in student life and development at Connors State College. The RMA will uphold CSC’s standards, policies, and traditions while maintaining a professional attitude and work-style as benefits the mission of Connors State College.

DUTIES AND RESPONSIBILITIES:
- Promote student safety by enforcing college policies and procedures
- Maintain regular office hours to provide assistance to students
- Assist residents in the adjustment to college and resident life by building positive relationships
- Keep accurate reports of student activity including lock outs, key replacements, maintenance needs, incident reports, safety checks, etc. and submit to Coordinator of Residential Life daily
- Serve as positive influence and role model in students’ lives to provide guidance and advice
- Mediate roommate and other resident conflicts and handle minor infractions
- Accommodate guests in the residence halls according to established school policy
- Assist in the “check-in” and “check-out” processes of the residence hall
- Inform the Coordinator of Residential Life of chronic difficulties with students
- Inform the Dean of Students of chronic difficulties with residents
- Participate in the office and residential facility general up keep as needed
- Cooperate and communicate with the Campus Life and Security staff and attend all meetings/trainings as needed
- Demonstrated willingness and ability to act ethically and socially responsible

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
EDUCATION/EXPERIENCE REQUIRED:
- High School diploma, Associate’s degree preferred
- Previous work experience with young adults preferred

SPECIAL REQUIREMENTS:
- Must be able to work week-ends
- Must be able to bend, stoop, and lift up to 40 pounds
- Must be able to walk up three (3) flights of stairs often

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: ___________________________ DATE: ________________