



## **JOB DESCRIPTION**

**JOB TITLE:** Residence Manager

**REPORTS TO:** Coordinator of Residential Life and Special Events

**CLASSIFICATION:** Service/Maintenance

**STATUS:** Full time, non-exempt

**LENGTH OF EMPLOYMENT:** 10-month continuing position

**JOB OVERVIEW:** The Residence Manager (RM) is expected to have a vital interest and significant involvement in student life and development at Connors State College. The RM 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
- Participate in the office and residential facility general upkeep 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:**

- Associate's degree preferred
- Previous work experience with young adults preferred

**SPECIAL REQUIREMENTS:**

- Must be able to work hours as assigned.
- 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: \_\_\_\_\_**