

HOUSE MANAGER | LOY NEIGHBORHOOD – ELON UNIVERSITY

SUMMARY OF POSITION

Elon University Residence Life employs House Managers (HMs) who serve as community developers and integrate the Residential Campus Initiative into the Loy neighborhood across the Greek affiliated organizations residing there. HMs are integral parts of the Residence Life team. They are responsible for engaging residents in the residential campus experience by fostering a safe and healthy environment that is supportive of the students' personal and academic growth and development.

Employment dates: Early August – Late May as per academic year calendar dates

POSITION RESPONSIBILITIES

The following frames the overarching responsibilities of House Managers in Residence Life at Elon University. HMs can work part-time or hold a part-time internship (up to 10 hours per week during academic year in fall and spring semesters) as approved by the Assistant Director of Housing Operations and Loy Neighborhood, but must have availability during the day, throughout the week to complete their responsibilities.

COMMUNITY RESPONSIBILITIES

- *Community Development & Education*
 - ♦ Take primary responsibility for developing an active, inclusive and cohesive residential community in your house and the Loy Center neighborhood
 - ♦ Serve as a role model, support the mission of Elon University, and abide by all federal, state and institutional laws/policies
 - ♦ Serve as a peer mentor for residents, listening to concerns, referring to appropriate resources on campus and mediating conflicts when necessary; encourage residents to confront inappropriate behaviors and empower them to find solutions
 - ♦ Coordinate one house educational program per semester, which can cover a variety of topics: safety, diversity, health/wellness, scholarship, etc.
 - ♦ Maintain a consistent and visible presence in the residential community
 - ♦ Conduct house meetings once a month, with emergency meetings as needed
 - ♦ Implement the Living & Learning at Elon Initiative within your house and neighborhood
 - ♦ Assist in creating and implementing at least one neighborhood-wide event each semester, led by the SHMs

- *Team Member*
 - ♦ Convey a positive attitude toward the House Manager position, and its duties and responsibilities
 - ♦ Positively participate in all staff development, staff meetings and department meetings, and other related assigned tasks throughout the period of appointment

- *Crisis & Conflict Management*
 - ♦ Confront and document inappropriate behavior of residents of your house (and/or neighborhood)
 - ♦ Assist with emergency situations and work with Administrator-On-Call staff, Campus Security/Police and/or other emergency personnel
 - ♦ Promote resident awareness of fire and safety precautions and procedures
 - ♦ Recognize, understand, uphold and communicate student handbook policies to residents
 - ♦ Participate in neighborhood wide On-Call duty rotation daily.

ADMINISTRATIVE DUTIES

- *Operations*
 - ♦ Responsible for any/all keys, equipment and supplies lost or not returned at the end of the academic year or term of employment; you will be financially responsible for any lost or unreturned items
 - ♦ Assist with house closing prior to periods when the house will be closed: Thanksgiving Break, Winter Break, Spring Break and End-of-Year Closing
 - ♦ Assist in facilitation of Health and Safety checks, fire drills and distribution of university, Student Involvement, and Residence Life communications
 - ♦ Communicate and enforce all Loy Center, Chapter, Residence Life, and Elon University policies

- ♦ Report all maintenance concerns/requests to Physical Plant in a timely manner
- ♦ Maintain the appropriate cleanliness and upkeep of the house

- *Meetings*

- ♦ Attend bi-weekly House Manager all staff meetings
- ♦ Participate in monthly 1:1 meetings and facility walkthroughs with the Assistant Director of Operations and Loy Neighborhood or Residential Area Coordinator

- *Communication:*

- ♦ Maintain ongoing communication with the Assistant Director of Operations and Loy Neighborhood, Residential Area Coordinator, fellow House Managers and other Residence Life and Student Involvement staff members; this includes, but is not limited to, checking your mailbox, phone messages and campus emails on a daily basis

- *Perform all other duties as assigned by the Assistant Director of Operations and Loy Neighborhood*

TRAINING AND IMPORTANT DATES

- Attend Spring House Manager Orientation and **ALL** training sessions (August-May) unless a written request has been submitted and approved by Assistant Director of Operations and Loy Neighborhood prior to training
- Assist with House Manager recruitment and room assignment process in early March for the following academic year
- Abide by all important contract dates in the House Manager work agreement through Residence Life

REMUNERATION AND QUALIFICATIONS

The House Manager position is a student leadership position that requires about 15 hours per week during the academic year (this may vary slightly week to week). To be eligible for the HM position the student must be enrolled as a degree seeking student at Elon University, hold a minimum 2.5 semester, maintain good standing with Elon University Student Conduct and cumulative GPA and belong to the respective fraternity/sorority of the Loy House in which they are residing. The HM role must be the primary responsibility outside of academic pursuits. Other employment and leadership position commitments must be discussed with the Assistant Director of Operations and Loy Neighborhood; the HM position should be prioritized over other employment. House Managers will receive \$2,700 (pre-tax) in payments that are deposited into their student account across 4 payments; twice in the Fall semester (October/December) and twice in the Spring semester (March/May) with each check totaling \$675.00 (pre-tax). HMs who work J-term are eligible for an additional \$300.00 (pre-tax) payment as well.

*NOTE: House managers are responsible for paying applicable room and board expenses just as other residents of the houses. House managers are not required to live in any specific room, however, room assignment should be discussed with chapter president before rosters are submitted.