

# HOUSE MANAGER | 2025 - 2026

## SUMMARY OF POSITION

House Managers (HMs) for Elon University Residence Life serve as community developers, mentors and student leaders that integrate the Residential Campus Initiative into their neighborhood across the communities residing there. HMs are integral parts of the Residence Life team. HMs 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.

Fall 2025 – Spring 2026 Employment dates: Tuesday, August 12, 2025 – Friday, May 22, 2026

Check-in to assigned room will begin Saturday, August 9, 2025

Checkout of assigned room by Sunday, May 24, 2026

\*More detailed information about employment dates and duties will be outlined in the Staff Agreement document.

## POSITION RESPONSIBILITIES

The following frames the overarching responsibilities of House Managers for 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 Graduate Apprentice or Community Director of their neighborhood but must have availability during the day and throughout the week to complete their responsibilities.

## COMMUNITY DEVELOPMENT AND EDUCATION

- Maintain a visible presence in the community interacting directly with residents as a leader.
- Aid in fostering a safe, inclusive environment for all residents, including assisting with move-in and convocation.
- Build relationships with residents that foster honesty, integrity, responsibility, and respect.
- Develop and maintain positive interpersonal relationships with each resident through regular outreach to the community and individual intentional interactions.
- Support students in addressing their concerns and actively provide resources to students.
- Meet with residents to assist them in resolving concerns and other personal challenges.
- Plan and facilitate community and neighborhood-wide programs, events, and initiatives.
- Maintain neighborhood communication and implementation of the Living & Learning at Elon initiative.

## ROLE MODELING AND MENTORSHIP

- Serve as a mentor and leader within the community and actively engage in setting community standards.
- Serve as a role model for students both personally and professionally by knowing and abiding by Elon University policies and procedures and Honor Code.
- Actively challenge, guide, and positively impact your residents' Elon experience through care and support.

## TEAM MEMBER

- Represent Residence Life, the neighborhood, and the leadership position well.
- Actively participate in training prior to beginning employment as well as throughout the academic year.
- Participate in all staff development, staff meetings, and department meetings, and other related assigned tasks throughout the period of appointment as outlined in the staff agreement.
- Participate in the recruitment and selection processes of Residence Life student and professional staff.
- Attend one-on-one meetings with supervisor(s) and weekly staff meetings Wednesday evenings 8-9:30pm.
- Develop and maintain positive relationships and communication with building environmental services staff as well as the Facilities Management staff responsible for building and utilities maintenance.

## **ON-CALL AND ADMINISTRATIVE RESPONSIBILITIES**

- Assume on-call responsibility and neighborhood walks to assist in the safety and security of residents, including serving as a Campus Security Authority (CSA) and a responsible employee under Title IX guidelines.
- Complete all required paperwork (on-call logs, incident reports, programming forms, etc.) in a timely manner.
- Assess the condition of furniture in common areas, safety concerns, and maintenance issues while on neighborhood walks. Report concerns as directed.
- Assist in facilitation of occupancy checks, room condition reports, health and safety checks, check-in and check-out procedures and other Residence Life processes.
- Serve as a liaison between Residence Life and residents by communicating pertinent information to residents and relaying any student or facility concerns to supervisor.

## **LIVING LEARNING COMMUNITY HOUSE MANAGER**

House Managers in Living Learning Communities (LLCs) will perform the duties as assigned to all House Managers, however your role within an LLC will require you to collaborate closely with a faculty or staff advisor in the development of the community. The following are additional responsibilities of Living Learning Community House Managers to ensure a seamless experience for LLC residents:

- Maintain communication with the LLC Advisor(s), including the planning, implementation and evaluation of events and activities to support LLC students.
- Support and attend LLC programs including campus-wide Living Learning Community events and initiatives such as the Kickoff event along with LLC recruitment initiatives.

## **QUALIFICATIONS**

The HM 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 and cumulative GPA, and maintain good standing with Elon University Student Conduct. Additionally, House Managers for Loy neighborhood must 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 and should be prioritized over other employment. Other employment and leadership position commitments must be discussed with the Graduate Apprentice or Community Director supervisor(s).

## **REMUNERATION**

Remuneration throughout the time of employment is equal to half the cost of a single room (currently \$4454.50 per year). House Managers are responsible for paying applicable food and housing expenses just as other residents of the houses. House managers are not required to live in any specific room; however, room assignments should be discussed with the supervisor(s) and/or chapter president before rosters (for Loy neighborhood) are submitted.

Junior and Senior student staff living in Colonnades/Danieley (flats)/East/Global/Historic/Loy neighborhoods may apply to request a lower meal plan, the 300-block, through Auxiliary Services. A limited number of these requests will be accepted each year.

House Managers will have the option to receive their compensation as a room credit or in taxed monthly stipends throughout the academic year (August-May) which will be distributed to their student account. Additionally, HMs in an LLC will receive an extra \$25/month in their compensation to recognize the leadership involved with an LLC experience.