

SENIOR HOUSE MANAGER | 2025 – 2026

SUMMARY OF POSITION

Senior House Managers (SHMs) for Elon University Residence Life serve as community developers and integrate the Residential Campus Initiative into the Loy neighborhood across the Greek affiliated organizations residing there. SHMs provide mentorship, leadership, and support as experienced student leaders to their fellow House Manager team and serve as an intermediary to the professional staff within Residence Life. This position is a unique and premier leadership opportunity for previous HMs returning to Residence Life and is critical to the organization, administration, and management within the Residence Life supervision structure.

Fall 2025– Spring 2026 Employment dates: Monday, August 11, 2025 – Sunday, May 23, 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 Senior House Managers for Residence Life at Elon University. SHMs 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 supervisor of Loy Center Neighborhood but must have availability during the day, throughout the week to complete their responsibilities.

SENIOR HOUSE MANAGER RESPONSIBILITIES

- Assist with leading training sessions at the beginning of the year as well as throughout the academic year.
- Assist supervisor with staff development opportunities for HM staff and support staff recognition efforts.
- Mentor an assigned group of HMs on neighborhood staff to provide accountability, training and support.
- Advise staff in meeting identified community and staff development goals by meeting with them to discuss their progress, needs and to provide resources.
- Serve as on-site supervisor and mentor to the HM staff in the absence of the supervisor.
- Lead and facilitate at least one full staff meeting a month as outlined by supervisor(s).
- Implement the Living & Learning at Elon Initiative within the Loy neighborhood by creating and implementing at least one neighborhood-wide event each semester

COMMUNITY DEVELOPMENT AND EDUCATION

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

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 Loy 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.

ADMINISTRATIVE RESPONSIBILITIES

- Conduct weekly 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 (incident reports, programming forms, etc.) in a timely manner.
- Assess the condition of furniture in common areas, safety concerns, and maintenance issues while on weekly neighborhood walks. Report concerns as directed.
- Assist in facilitation of occupancy checks, room condition forms, health and safety checks, check-in and check-out procedures and other Residence Life processes.
- Schedule three hours each week in respective neighborhood office to complete administrative and programmatic responsibilities and, assist supervisor(s) with neighborhood office tasks such as on-call scheduling and community builder tracking, etc. These hours may be conducted in alternate locations if office space is not available.
- Serve as a liaison between Residence Life, Student Involvement and Loy residents by communicating pertinent information to Loy residents and relaying any student or facility concerns to supervisor.

QUALIFICATIONS

The SHM position is a student leadership position that requires about 15 hours per week during the academic year (this may vary slightly from week to week and includes three hours of office time per week in the respective neighborhood office). This position should be the SHM's primary leadership experience and executive position. To be eligible for the SRA position, the student must be enrolled as a degree-seeking student at Elon University and hold a minimum 2.75 semester and cumulative GPA, maintain good standing with Elon University Student Conduct and belong to a fraternity/sorority of the Loy Center Neighborhood. Junior/senior credit status are required at the time of hire. Previous experience living on campus, prior leadership experience, and strong written and oral communication expected; previous experience with Residence Life leadership roles required.

REMUNERATION

Remuneration throughout the time of employment includes receiving a total stipend equal to the full cost of a residence hall double room (currently \$7056). SHMs will have an option each year to receive these funds as a room credit, if they live in campus housing, or to receive these funds in monthly payments (pre-tax) throughout the academic year (August-May) that will be distributed into their student account.

*NOTE: Senior House Managers are not required to live in on campus housing. Senior House Managers are responsible for paying applicable food and housing expenses just as other residents of the Loy Center Neighborhood houses or wherever they live on/off campus.

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.