

Summer House Coordinator Job Description

The Summer House Coordinator position begins Sunday, May 10, 2009 and ends Sunday, August 23, 2009. The compensation for this position will include the following:

Room and Board ?

Job Responsibilities:

- Weekly reports
- Key/Meal Card Handling and Coordinating key/meal card check-in and check out
- Work cooperatively with the Summer Head Resident
- Be available as the initial contact person for residents with any problems or concerns, and respond or make referrals as appropriate.
- Be accessible in the house often, especially during evening hours. Leave door open when appropriate.
- Hold four (4) suite hours per week, during which residents may come in for all manners of conversation.
- Weekly supervision and staff meetings.
- Clear nights and weekends away from the house with the Assistant Director of Residence Life. Arrange for another staff member to serve as the contact person for the house. At least 2 of the 4 summer staff must be on campus during the weekend.
- No more than 1 week away is permitted during the contracted period.
- Know, understand, and uphold all College policies and help other students understand their rights and responsibilities as members of the community.
- Address violations of College policy appropriately. Report violations to the Assistant Director by submitting a Community Report by the next day.
- Lend out tag keys for emergency lockouts between the hours of 9am and 1am, when in the house. Keep a log of lockouts and tag keys lent and have students return tag keys immediately after opening room.
- Assist Public Safety in conducting well-being checks, responding to students in need, investigating complaints, and resolving other matters.
- Attend a training session in April/May before the summer begins.
- Other duties as assigned.