

## Summer Head Resident Job Description

The Summer Head Resident position begins Sunday, May 10, 2009 and ends Sunday, August 23, 2008. The compensation for this position will include the following:

Room and Board	tba
Weekly Stipend	tba (\$/week for 14 weeks)
Total	tba

### **Job Responsibilities:**

- Working in the Clark Hall, Residence Life office for 15-20 hours a week.
- Weekly reports.
- Key/Meal Card Handling and Coordinating key/meal card check-in and check out on Sundays.
- Work cooperatively with the Summer House Coordinators.
- 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 (Post suite hours).
- Weekly supervision and staff meetings.
- Any time away needs to be cleared through the Assistant Director of Residence Life. You must also arrange for another staff member to serve as the house contact during this time. 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 tasks as assigned.