Summer House Coordinator Job Description

The Summer House Coordinator position begins Saturday May 12th, 2018 and ends Sunday, August 19th, 2018.

**Compensation:**
Room and Board

**Job Responsibilities:**
- Weekly reports
- Key check-in and check-out on Sundays
- Confirm that students vacate residential assignments on specified date.
- Work cooperatively with the other summer residence life staff.
- 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.
- Provide programming in your house and collaboratively with other summer staff.
- Weekly supervision and staff meetings.
- Clear nights and weekends away from the house with the Associate 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, follow 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 Associate Director by submitting a Community Report by the next day.
- Assist Campus Police 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.