Summer House Coordinator Job Description

The Summer House Coordinator position begins Saturday May 7th, 2016 and ends Sunday, August 21st, 2016.

Compensation:

Room and Board

Job Responsibilities:
- Weekly reports
- Key/Meal Card Handling and Coordinating key/meal card check-in and check out
- 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.
- 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 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.