Position: Assistant Residence Hall Manager
Program: FAME/UD Summer Residential Program
Position Duration: June 22 – July 20, 2018

JOB DESCRIPTION

You will be expected to assume the following responsibilities:

During the program, space will be provided for you in a residence hall on campus.

1. Co-facilitate with the Program Director and Hall Manager program training sessions.

2. Assist with the supervision of the transition of program participants to and from all meals. The RA staff will also coordinate the movement of and monitoring of students during the basic academic activities (Study Hall, library time, etc.).

3. Assist the Hall Manager in supervising student study period from 7:00 - 10:00 PM (Sunday through Wednesday).

4. Maintain order and safety in the residence hall at all times.

5. Chaperone students during cultural/social events and special functions.

6. Attend all staff meetings and special events as designated by the Hall Manager and the Director of the program.

8. Carry out other assigned duties as indicated by the Hall Manager and Director of the program.