



JOB DESCRIPTION FOR SUMMER CONFERENCES - RESIDENT MANAGER

TITLE: Resident Manager
REPORTS TO: Coordinator for Summer Conferences & Director/Asst. Director of Event Services
REMUNERATION: **Stipend:**
First year - \$125/wk (\$1,125 for the summer)
Second year - \$150/ wk (\$1,350 for the summer)
Third year - \$175/wk (\$1,575 for the summer)
Fourth year - \$200/wk (\$1,800 for the summer)
*Residence hall housing will be provided for employee from June 9 – August 22, 2011. (Depending on contract provisions) (Valued at \$1,938 for a renovated double)
*14-meal plan will be provided for employee. (Valued at \$1,341)
*Employee will **not** be reimbursed cash value of housing/meal plan if the employee opts to not receive one or either
* **Average 4 hr work day (with opportunity to work additional days as schedule permits)**

RESPONSIBILITIES:

1. **Must attend mandatory training session on Mondays from 9:00am to 10:30am April 18 to May 23, 2011.**
No Exceptions will be made. There will also be a combined training session for all staff on Monday, June 18th, Tuesday, June 19th and Wednesday, June 20th from 9:00am to 2:00pm (times are approximate). Additional training times may be scheduled as needed.
2. Under the direction of the Coordinator, Resident Managers will complete building preparation prior to the arrival of all conference groups. Building preparation will include personalizing a building for the group that will be checking in. All Building Prep will be scheduled in the online scheduling program, When2Work. These will be scheduled no later than three working days prior to the arrival of conference group. This will allow adequate time for staffing changes to be adjusted as well as any necessary maintenance or key problems to be addressed by the proper departments.
3. Organize staff office and prepare for participant check-in and check-out, provide supervision of workshop participants during entire stay. Check-ins/outs will require weekend work. Must be available for all check-ins and check-outs for all assigned groups. The Resident Manager will share equally with other staff members the staff office hours, on-calls and other building responsibilities. The amount of hours required for each group is in direct ratio to the needs of the group and number of other staff members working.
4. Resident Managers are responsible for informing all building staff (including non-housing staff) of any pertinent information related to conference group. **The Resident Manager will be responsible for checking his/her Ohio University email account daily as well as the When 2 Work scheduling software to ensure receipt of important information.**



5. Resident Managers will oversee key distribution in the residence halls. All building keys must be inventoried during the Building Prep and conclusion of each conference in conjunction with the Coordinator. Any replacement keys are to be reported electronically by the Coordinator the same day. All audit sheets are to be submitted to the Coordinator on the same or next business day.
6. Work overnight/on-call shifts for all assigned conference groups. Resident Managers must stay overnight, when scheduled, in the building where the conference group is staying and be accessible through high visibility and through phone by posted signs. Resident Managers must not leave the building until the next morning, when he/she is responsible for unlocking the building's main doors at 7:00am.
7. Assist the Coordinator with administrative tasks pertinent to the particular workshop (i.e. verifying time sheets, tallying evaluations). Resident Managers will be responsible for monitoring and maintaining an adequate supply of office materials as well as reporting material needs to the Office Coordinator electronically.
8. For times when the Resident Manager is not working a group, he/she may be asked to assume other responsibilities associated with Event Services. This would include, but is not limited to, assisting with other building preparations, covering office hours or helping with administrative tasks in the Event Services Office.
9. When necessary, Resident Managers must respond to critical situations including fires, fire alarms and building maintenance emergencies. Resident managers are responsible for relaying information to Facilities or University Police and the Coordinator. In addition, Resident Managers must accommodate guest's needs during the situation.
10. Encourage an atmosphere of mutual respect and consideration in the building and with other University departments. Promote high quality customer service for all guests of the University. Resident Managers will conduct themselves in a professional manner at all times.

QUALIFICATIONS:

1. Must be 18 years of age and enrolled in either Ohio University or another higher education institution.
2. Must be available the entire summer from June 9 – August 22, 2012 (with exceptions for partial summer contracts).
3. Must have excellent communication skills, both written and verbal.
4. Must have excellent organizational skills and be able to work with minimum supervision.
5. Must be able to grasp and assimilate information and instructions quickly.
6. Good conduct standing with the University.
7. Must satisfactorily complete a criminal records check.



CRIMINAL RECORDS CHECK

Ohio Revised Code 2151.86 requires that any individuals responsible for the supervision of youth complete a criminal records check prior to employment. Ohio Revised Code 109.572 outlines convictions that preclude an individual from being hired, unless the individual meets certain rehabilitation standards.

ACADEMIC LOAD: A copy of your spring and summer class schedule should be provided as soon as possible for training and scheduling purposes.

EMPLOYMENT PERIOD: June 9 – August 22, 2012