

**Dickinson College  
Residence Life and Housing  
2016-2017 House & Apartment Manager Position Agreement**

**Dickinson**

I, \_\_\_\_\_, accept a position as a Dickinson College House & Apartment Manager. The responsibilities of this appointment will require a minimum of 5 hours per week. The House & Apartment Manager position is a semester and/or yearly appointment. The agreement period extends from August 16, 2016 to May 21, 2017. Residence Life & Housing must agree upon any exceptions to the following:

**FINANCIAL ARRANGEMENTS**

Your total remuneration\* includes:

- I. House & Apartment Managers receive credit on their account in the amount of one-half of the room portion of their housing costs.

*\*HAM remuneration may affect some students' financial aid packages. Please contact Financial Aid for further information specific to your package.*

**POSITION RESPONSIBILITIES**

**I. Community Development**

1. Support the mission of Residence Life & Housing in building a strong community on all levels.
  - a. Encourage an environment where students are able to sleep and study.
  - b. Serve as an ambassador of Residence Life & Housing and the Division of Student Life.
2. Facilitate and encourage the development of a sense of community within your assigned area.
  - a. Be available and visible in your area.
  - b. Be friendly and outgoing.
  - c. Accept and keep confidences; maintain privacy.
  - d. Convey an openness and receptivity to all residents.

**II. Event Planning**

1. Work collaboratively to plan and implement events as described in the Residence Life & Housing Connections Model.
  - a. Assume an active role in the event planning process.
  - b. Ensure that you are leading an appropriate amount of events to be set by your Area Coordinator.
  - c. Be available to assist with other staff members' events.
2. Submit all necessary paperwork (i.e. planning documents, evaluations) as scheduled.

**III. Required Attendance**

1. Arrive and depart campus in accordance with the dates outlined below:
  - a. August 16, 2015 – New Staff Fall Training Check-In (arrive by 4:30pm)
  - b. August 19, 2016 – Returning Staff HAM Fall Training Check-In (arrive by 4:30pm)
  - c. December 18, 2016 – Winter Break (depart after 2PM)
  - d. January 19, 2017 – Return for January Training (arrive by 4:30pm)
  - e. May 21, 2017 – End of Year (depart after 2PM)
2. Attend staff meetings as scheduled.
3. Attend one-on-one meetings as scheduled by your Community Advisor or Area Coordinator.
4. Attend staff training and other activities required by Residence Life & Housing. These include, but are not limited to, fall training and opening preparation (August 19-23, 2016), First-Year Move-in and Opening Weekend (August 24-29, 2016), January Training (Jan. 19-20, 2017), and Spring Opening Weekend (January 21-22, 2017). HAMs without prior Residence Life & Housing employment experience must attend full fall training (August 16-19, 2016).
5. Discuss travel plans in advance with your Community Advisor and/or Area Coordinator.
6. Participate in an evaluation session each semester with the appropriate Community Advisor and Area

Coordinator.

7. Participate in all other job related activities as assigned by the Community Advisor or Area Coordinator.

#### **IV. Administrative Responsibilities**

1. Assist with the check-in and check-out process at the beginning and end of each academic year.
2. Support Housing Operations as needed.
3. Complete all assigned paperwork on time and deliver it to your Area Coordinator, as appropriate.
4. Visit the Student Life office weekly to check your mailbox.
5. During opening and closing of facilities, you will have access to a master key for facilities in your area:
  - a. The master key is only to be used check rooms/apartments or in case of an emergency situation when you have explicit direction from the Area Coordinator or Student Life on Call staff.
  - b. Keep the master key secured at all times when in your possession.
  - c. Never lend the key to another student for any reason.
6. Assist with health and safety inspections.
7. Assist with fire drills.
8. Walk your area once per week, identify and report any maintenance or safety concerns.

#### **V. General Responsibilities**

1. Consistently display a positive attitude toward fulfillment of the job expectations and responsibilities to residents, Residence Life & Housing staff, and other College offices with which you come into contact.
  - a. You are expected to be a good role model in all situations that you find yourself.
  - b. Demonstrate initiative, interest, enthusiasm and cooperation with respect to job responsibilities.
  - c. Display a positive and caring attitude toward other staff and students.
2. Project yourself as a positive role model with the knowledge that the House & Apartment Manager position is a recognized leadership position carrying with it a significant amount of responsibility to your fellow students and the College as a whole. Such responsibilities include the expectation that you will act in a professional manner at all times.
  - a. Display exemplary personal conduct in accordance with the College's Community Standards.
  - b. Immediately (within 24 hours) notify the Director of Residence Life and Housing of any personal conduct or allegation of personal conduct that is a violation of state law, college policy and/or procedure including Dickinson College community standards.
  - c. Communicate openly and honestly with the entire staff.
  - d. Support fellow staff members through what you say and what you do.
  - e. Always speak positively about other team members and building staffs. If you have staff concerns, please talk to your Area Coordinator.
  - f. Everything that is said and done with the staff is to remain confidential.
  - g. Attend staff development activities.
  - h. Report issues of concern as appropriate (work orders, reports to DPS) and share information with your supervisor.
  - i. Be familiar with emergency protocols and assist in crisis situations as directed.
3. Work actively toward completing personal and professional goals.
4. Strive to achieve a positive balance between academic responsibilities, duties associated with the House & Apartment Manager position, and the continuing maintenance and improvement of your personal well-being.
5. Maintain all other expectations as communicated by the Community Advisor or Area Coordinator.

#### **VI. Specific Provisions**

1. Must be registered as a full-time student at least in his/her fifth semester (with at least 16 total credits earned).
2. Maintain a minimum cumulative GPA of 2.75. If a HAM falls below a 2.75 cumulative GPA, the HAM may be granted one semester probationary period to raise the GPA, if after the semester of probationary

status the GPA is below a 2.75, the HAM will be released from the position.

**TERMINATION**

Termination, by mutual agreement or if determined necessary by Residence Life & Housing, may be effected at any time. You may be terminated at any time for failure to perform assigned House & Apartment Manager duties or for conduct deemed inappropriate to a member of the student staff of Residence Life & Housing. This includes but is not limited to personal violations of stated College community standards.

- I. If a House & Apartment Manager resigns or is released from the appointment, you must vacate your residential assignment by an agreed upon date with the Area Coordinator. If belongings are not removed by this date, the student will be charged for the removal and storage of items, the cleaning, and preparation of the room for a new student.
- II. The House & Apartment Manager will be charged a prorated amount to their student account for the remainder of the semester (half of the room charge per night for each night remaining in the semester) to account for the compensation not earned.
- III. A House & Apartment Manager who resigns or is released from the appointment may not reside in the building or area in which he/she previously worked.

**REAPPLICATION**

The House and Apartment Manager position is a semester and/or yearly appointment. Staff will be required to reapply. Reappointment is based on job performance and an evaluation of the staff member by the Residence Life & Housing professional staff.

**ACKNOWLEDGEMENT**

My signature below acknowledges I have thoroughly read the House & Apartment Manager Position Agreement. I understand I am responsible for abiding by the terms and conditions of this agreement and failure to uphold the agreement may result in release from this appointment. I also understand my appointment to the House & Apartment Manager position is for only one academic year (unless a semester appointment is approved in advance) and I must participate in a re-appointment process if I would like to be considered for an additional appointment. If released from the House & Apartment Manager appointment, any future paid and un-paid student leadership opportunities within Residence Life & Housing may be denied.

I allow Residence Life & Housing to include my image on the College website, as it features all student staff on the website. Your name, photo and a brief bio will be included on this page.

\_\_\_\_\_  
HOUSE & APARTMENT MANAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AREA COORDINATOR

\_\_\_\_\_  
DATE