

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, 2022 to May 21, 2023. 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.
 - e. Facilitate intellectual and social connections between residents
 - f. Encourage campus engagement by sending out a monthly newsletter with virtual events, resources, and offerings from the college to keep students connected to campus life.

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, 2022 – New Staff Member Fall Training Check-In (arrive by 4:30pm)
 - b. August 18, 2022 – Returning Staff HAM Fall Training Check-In (arrive by 4:30pm)
 - c. December 18, 2022 – Winter Break (depart after 2PM)
 - d. January 19, 2023 – Return for January Training (arrive by 4:30pm)
 - e. May 21, 2023 – End of Year (depart after 2PM)

*****Dates are subject to change*****

2. Attend monthly staff meetings as scheduled. Typically, HAM staff meetings are held the first Tuesday evening of each month from 8pm-10pm.
3. Participate in staff development activities as planned by supervisor(s).
4. Attend one-on-one meetings as scheduled by your Community Advisor and/or Area Coordinator.
5. Attend staff training and other activities required by Residence Life & Housing. These include, but are not limited to, Fall Training and First-Year Move In (August 18-26, 2022), Upperclass Move In (August 27-28, 2022), Fall Closing (December 17-18, 2022), January Training (January 19-20, 2023), Spring Opening Weekend (January 21-22, 2023), Spring Closing (May 15-21, 2023 – will work shifts during this time). HAMs without prior Residence Life & Housing employment experience must attend full fall training (August 16-26, 2022).
6. Actively participate in the recruitment and selection of Residence Life & Housing staff members, which will require weekend commitments in the spring semester (dates to be shared in January training).
7. Discuss travel plans in advance with your Community Advisor and/or Area Coordinator.
8. Participate in an evaluation session each semester with the appropriate Community Advisor and/or Area Coordinator.
9. Participate in all other job-related activities as assigned by the Community Advisor and/or Area Coordinator.

IV. Administrative Responsibilities

1. Assist with the check-in and check-out process at the beginning, middle, and end of each academic year.
2. Create and send a virtual monthly newsletter to your community.
 - a. Advertise office hours and planned programming
 - b. Highlight events and opportunities put on by campus partners, such as Student Leadership and Campus Engagement.
 - c. Outline campus resources, such as the Wellness Center.
 - d. Copy the Community Advisor and/or Area Coordinator when you send it to your residents.
3. Distribute all materials and notices to students the same day that you receive them or as requested.
4. Complete all assigned forms on time and submit them to your Community Advisor and/or Area Coordinator, as appropriate
5. Support housing operations as needed.
6. Assist with fire drills
7. Assist with health and safety inspections
8. Walk your area once per week, identify, and report any maintenance or safety concerns.
9. 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.

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.

If there is an allegation that you violated the College's Community Standards, you may be suspended with pay from your Residence Life & Housing position and/or relocated to another housing assignment pending the outcome of the investigation.

- 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 private.
 - g. Attend staff development activities.
 - h. Become acquainted with the resources available and refer students as necessary to college offices such as Student Leadership & Campus Engagement, Dean of Students, Wellness Center, Department of Public Safety (DPS), Academic Advising, Registrar, Financial Aid, and others.
 - i. Report issues of concern as appropriate (work orders, reports to DPS) and share information with your supervisor.
 - j. 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 and/or Area Coordinator.

VI. Specific Provisions

1. Must be registered as a full-time student at least in their 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.
3. Notify the appropriate Community Advisor and Area Coordinator of any anticipated absences for an extended period of time (more than four days) will require approval by the appropriate Area Coordinator

TERMINATION

Termination, by mutual agreement or if determined necessary by Residence Life & Housing, may be affected 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 they 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 reappointment process if I would like to be considered for an additional appointment. If released from the House & Apartment Manager appointment, any future paid and unpaid 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

COMMUNITY ADVISOR

DATE

AREA COORDINATOR

DATE