

Job Summary: House & Apartment Managers (HAMs) are student leaders who are responsible for creating a supportive and inclusive community with small houses & apartments. HAMs are expected to serve as a resource, mentor, and role model for residents.

Key Responsibilities:

1. Community Development

- a. Actively engage with residents to build positive relationships and address any concerns.
- b. Promote inclusivity and celebrate the diversity of the residential community.
- c. Complete individual connections and programming as outlined in the 2024-2025 Programming Model.

2. Student Support

- a. Serve as a resource and point of contact for residents, providing information about campus resources, policies, and procedures.
- b. Assist residents in addressing personal, academic, or interpersonal challenges by connecting them with appropriate campus support services.
- c. Conduct regular check-ins with residents to assess their well-being and provide support as needed.

3. Policy Enforcement

- a. Enforce college policies and regulations to maintain a safe and respectful living environment.
- b. Assist with the completion of Healthy & Safety Inspections as outlined by the department.
- c. Document and report policy violations to the appropriate authorities.

4. Administrative Duties

- a. Participate in weekly staff meetings, training sessions, and professional development opportunities.
- b. Attend one-on-one meetings as scheduled by the Assistant Directors.
- c. Complete administrative tasks, including maintaining accurate rosters, submitting community incident reports, individual connections, regularly checking staff mailbox and hanging up hall signage as needed.

5. Communication

- a. Effectively communicate information to residents through various channels, including email, group chats, and/or in-person meetings.
- b. Collaborate with other staff members and campus partners to ensure consistent and accurate communication.

Duration of Employment:

House & Apartment Managers will hold the position for the entirety of the 2024-2025 academic year. Exceptions (or considerations) are made for those graduating in December or approved to study abroad.

1. Fall 2024 employment is August 20th, 2024 - December 22nd, 2024.
 - a. Fall Training begins on August 20th, 2024.
 - i. Student Staff may arrive to campus between 8:30am-4:00pm on this date.
 - b. Fall Closing is anticipated to end on December 22nd, 2024.
 - i. Student Staff should plan to depart after 2:00pm on this date.
2. Spring 2025 employment is January 15th, 2025 - May 14th, 2025.
 - a. Spring Training begins on January 15th, 2025.
 - i. Student Staff may arrive to campus between 8:30am-4:00pm on this date.
 - b. Spring Closing is anticipated to end on May 14th, 2024.
 - i. Student Staff should plan to depart after 2:00pm on this date.

**** All Dates are Subject to Change ****

Remuneration:

Your total remuneration* includes:

1. HAMs are provided a single room within an apartment, at half cost, for the term of employment.
 - a. For reference, 2023-2024 Half Room Credit: \$5,050.00 per year
 - b. All HAMs will have suitemates and will be given the opportunity to fill their apartments. If 100% occupancy in their apartment is not maintained, Campus Life staff may fill these vacancies as needed.
2. If a student leaves or is released from the HAM appointment before the semester ends, they will be charged a prorated amount to their student account for the remainder of the to account for the compensation not earned.
3. If a student is appointed mid-semester, they will receive a prorated credit to their student account for the remainder of the to account for the compensation earned.

** HAM remuneration may affect some students' financial aid packages.*

*Please contact Financial Aid for further information specific to your package. **

Work Schedule:

The responsibilities of this appointment will require a minimum of 5 hours per week. This includes:

1. Weekly staff meetings every Tuesday evening from 8pm-10pm.
2. One-on-one meetings as scheduled by your Assistant Director.
3. Participation in staff development activities as planned by your Assistant Director.
4. Assist with activities sponsored by Campus Life. These include but are not limited to First-Year Move-In, Orientation, Upper-Class Move-In, Fall Closing, Spring Opening Weekend, and Spring Closing.
5. Be on campus throughout the academic semester when the college is open.

Training and Development:

House & Apartment Managers are required to attend the entirety of fall and spring student staff trainings.

1. Fall training is scheduled to occur between August 20th starting at 5pm and will continue through move-in weekend – August 31st & September 1st, 2024 (Dates are subject to change).
2. Spring training is scheduled to occur between January 15th starting at 5pm and will continue through move-in weekend on January 18th-19th, 2025 (Dates are subject to change).
3. Additional training will be supplemented throughout the semester during Tuesday staff meetings.

Specific Requirements:

1. Must be registered as a full-time student a rising junior or senior.
2. Maintain a minimum cumulative GPA of 2.75. If an 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. Take no more than 5 credits (this includes auditing courses) without approval from your Assistant Director.
4. Hold no other job during the period of the agreement unless approved by your Assistant Director.
5. Limit participation in any on-campus or off-campus organization to the levels agreed upon by both you and the Assistant Director prior to your selection as a HAM.
 - a. Discuss all involvement in co-curricular activities with your Assistant Director.
 - b. Before assuming new responsibilities, discuss the possibility with your Assistant Director.
6. Notify your Assistant Director of any anticipated absence exceeding 48 hours from campus no less than 24 hours prior to the anticipated absence. Absences for an extended period (more than four days) will require approval by the appropriate Assistant Director.

Termination Clause:

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

- I. All Student Staff must complete all necessary paperwork from HR prior to starting employment. Students who do not complete proper onboarding paperwork will be terminated.
- II. If a House & Apartment Manager resigns or is released from the appointment, you must vacate your residential assignment by your Assistant Director and Associate Director of Residence Life.
- III. The House & Apartment Manager will be charged a prorated amount to their student account for the remainder of the semester to account for the compensation not earned.
- IV. A House & Apartment Manager who resigns or is terminated from the appointment may not reside in the building or area in which they previously worked.

Reapplication:

The HAM position is for a full academic year appointment. Staff will be required to reapply. Reappointment is based on job performance and an evaluation of the staff member by the Campus Life professional staff.

Technology Agreement:

Student staff members should only use the provided housing database for work-related purposes. Using this database for personal motive is strictly prohibited. Each student staff member is provided unique credentials for individual use and should not be shared with other students, faculty, or staff members. All activities completed within the housing database is logged within the system. These logs may periodically be checked by Campus Life staff and student staff users accessing data without reason or attempting to access data outside of the scope of their work will receive follow up and potential job action dependent on the severity of the situation.

Key Agreement:

Student staff members will have access to building or campus-wide master keys to assist with on-call responsibilities, room inventories, health & safety inspections, and opening/closing procedures. When in possession of master keys, student staff members are responsible for safe-keeping and proper usage. Student staff members should only key into spaces identified by professional staff or rooms that students are locked out of while the locked-out student is present. Student staff members should always be accompanied by another Residence Life staff member when using a master key to enter a space. When exiting a space, the student staff member(s) should lock all doors behind them.

The student staff member who signed out the master key is responsible for the appropriate safe-keeping and usage of the key. They are expected to uphold and role-model policy for keys and lockouts as outlined in the Dickinson College's Residential Living Guidelines and Policies.

Confidentiality Agreement:

As a student employee of Dickinson College, I understand that I have the responsibility and duty to protect the privacy of all College information, including but not limited to information regarding current students and former students. I recognize that at any time I may be made aware of any confidential and/or private information about the College and/or information pertaining to current and former students. I understand that all information that I obtain, see, observe, hear, or become aware of by any means is considered confidential. I further understand that the unauthorized release or discussion with others of such information, whether to parties internal or external to the College, is strictly prohibited and may lead to immediate termination from residence life student employee role.

As a Dickinson College student employee, I also understand that there is legal prohibition to the dissemination of student information to others under the Family Educational Rights and Privacy Act of 1974 (FERPA).

If I am in doubt about a request for information, I understand that it is my responsibility to discuss the request with my supervisor prior to a decision to release the information. If I become aware of a violation of the Confidentiality Agreement, I must report it immediately to my supervisor.

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 unpaid student leadership opportunities within Campus Life may be denied.

I allow Campus Life to include my image on the College website and social media.

First & Last Name (Printed)

Date

Signature