

Position: **Residence Hall Manager**
Program: **FAME/UD Summer Residential Program**
Position Duration: **June 26 – July 25, 2020**

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 Asst. Hall Manager program training sessions.
2. Provide office coverage Monday –Thursday for the duration of the program; specific schedule to be determined.
3. Supervise staff and 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 (special sessions, Study Hall, library time, etc.).
4. Maintain order and safety in the residence hall at all times.
5. Supervise student study period from 7:00 -10:00 PM (Sunday through Wednesday).
6. Manage activities and chaperone students during cultural/social events and special functions.
7. Attend all staff meetings and special events as designated by the Program Director.
8. Carry out other assigned duties as indicated by the Program Director.