UNIVERSITY OF NOTRE DAME | OFFICE OF RESIDENTIAL LIFE

SUMMER ASSISTANT FACILITY MANAGER

2020 Position Description

GENERAL STATEMENT

Summer Assistant Facility Managers are integral parts of the University's summer residence hall program as administered by the Office of Residential Life. Assistant Hospitality Managers assume responsibilities which underscore the important role of residential life in the educational experience of students and guests at the University of Notre Dame.

An Assistant Facility Manager has extensive contact with University visitors and serves as a liaison and resource person. Assistant Facility Managers thus promote the integration of all aspects of campus life and assist in establishing a residence hall environment which is supportive of the University's objectives.

Assistant Facility Managers are regarded as role-models and University representatives. Therefore, they should always conduct themselves in an honest, conscientious, and professional manner. They are expected to support, enforce, and personally abide by all University and Housing policies as outlined in du Lac, and to interpret them as necessary. Summer Residence Hall Staff members are expected to support and promote the Catholic mission of the University.

QUALIFICATIONS

- Rising-Sophomore student status required; Rising-Junior, Rising-Senior or Rising-Fifth-Year student status preferred.
- Previous residence hall staff experience and/or student leadership training preferred.
- Preference will be given to candidates who are available for the entire summer (May 19 – August 1) work assignment. This includes the entire Summer Session and interim periods. Appointment is for the length of service as outlined in the agreement and may be adjusted through mutual consent. Preference given to students who will return as current students in the Fall 2020 semester

SPECIFIC RESPONSIBILITIES

Referral and Advising Responsibilities

1. Refer residents and/or guests, when necessary, to appropriate services within the University.
2. Confer regularly with the Office of Residential Life staff about concerns for individuals and/or groups.
3. Maintain availability/accessibility to University staff, residents and guests. Availability to residents and/or guests goes beyond scheduled duty times.

Administrative Responsibilities

1. Assist with insuring the safety and security of the residence hall and promoting an environment free of safety and health hazards.
2. Support the Hospitality Manager in maintaining an environment conducive to community group living.
3. Conduct regular key inventories for the residence hall at the beginning, end and in between events in conjunction with Hospitality Staff.
4. Submit maintenance requests and/or damage reports on behalf of the residence hall assigned to. Receive and self-report maintenance issues that are informed by Hospitality Staff assigned to the hall.
5. Conduct room checks at the beginning, end and in between events during the hall occupancy period. Room Condition Reports (RCRs) will be completed at the beginning and end of hall occupancy.
6. Be regularly available in the hall or readily available elsewhere on campus during the business hours of the University and other times as necessary.
7. Actively participate in residence hall on-call duty schedule.
8. Foster procedures of operation that encourage cooperation and a good working relationship between residents, Building Services, Maintenance, staff and other University personnel.
9. Assist with other administrative duties as assigned by the Hospitality Manager, including but not limited to: lockouts, mail distribution, etc.

Disciplinary Responsibilities

1. Interpret University and departmental policies and procedures to residents and oversee enforcement in residence hall.
2. Assist residents and/or guests in developing personal responsibility for their actions and respect for the rights of others.
3. Properly prepare and follow through on disciplinary reports.

Staff Development Responsibilities

1. Participate in orientation and training for summer residence hall staff.
2. Attend weekly meetings for staff assigned to the building.

CONDITION OF EMPLOYMENT

Assistant Hospitality Managers are expected to be on campus and available for orientation and training as prescribed by the Office of Residential Life. Assistant Hospitality Managers must schedule and complete an exit appointment with the Hospitality Manager to return keys, name tag and binder, and any other administrative materials.

The Assistant Facility Manager position is intended to be a part-time, 20 hour per week position, but not to exceed 40 hours per week. The academic load of Assistant Facility Managers shall not interfere with responsibilities as outlined above and should not exceed two courses for the summer. Only with the advance permission of the Office of Residential Life can additional courses be added, including Thesis or Dissertation credits. Any additional employment by Assistant Facility Managers during their term of appointment must be approved in advance by the Office of Residential Life. Student employees are only permitted to be employed a maximum of 40 hours per week at any combination of University jobs.

COMPENSATION

Assistant Facility Managers are provided a single room, partial meal plan, and an hourly rate for the length of the agreement. The intermediate hourly rate for the Office of Residential Life hours is $8.75*.

**Pay Rates for Intermediate Student Workers for the Office of Residential Life.*