Residence Life and Housing
House Manager Application

House Manager Position
The role of the House Manager position at the Judson H. Taylor Leadership House is that of a liaison which serves as a link between the Residence Life and Housing staff and the Leadership House residents. The House Manager’s primary function is to offer peer assistance and direction to students. The House Manager is concerned with the growth and welfare of each individual in the Leadership House and the group as a whole. The House Manager is considered a member of the Residence Life and Housing staff and is directly supervised by the Residence Hall Director assigned to oversee the Leadership House.

The House Manager will be selected on the basis of leadership, experience, scholarship, and the desire to help residents realize their self-development opportunities through group living in the Leadership House. The House Manager is a representative of the Residence Life and Housing Office and, as a college staff member, is expected to act as a role model. The successful candidate will be available to work for the entire academic calendar year.

General Expectations for House Manager Position
The House Manager position encompasses the following areas. More specific information on these responsibilities will be provided upon employment.

- Live-in Requirement: Reside and sleep in the Leadership House exclusively. Nights and/or weekends away need to be communicated and approved by their supervisor.
- Interaction and Relationships with Residents: be available, approachable, visible, and serve as a role model.
- Programming: complete designated requirements per semester as outlined by the department.
- Community Development: complete designated requirements per semester as outlined by the department.
- Discipline: know the policies and procedures and understand the educational philosophy of discipline and the student conduct process; confront/report situations and bias-related incidents
- Safety and Security Procedures: understand and follow procedures and they relate to duty, safety, and emergency situations.
- Administrative Tasks: complete all administrative tasks as assigned.
- Meetings: attend and participate in all required meetings.

Specific Position Requirements for House Manager Position

- Carry out all opening and closing responsibilities, including key sign out, RCRs, communicating opening/closings dates & times to residents, inspecting rooms, ensuring all residents have vacated the house as required, and staying late & coming back early for all breaks
- Schedule and facilitate house meetings on a bi-weekly basis at a minimum
• Pick up mail from Residence Life & Housing Office daily, maintain an inventory of house appliances/supplies, post information about campus events, handle stipend payroll sheets, and any other administrative tasks as assigned
• Serve as the in-house contact person for all maintenance concerns/work orders and communicate those needs with the RHD responsible for the Leadership House
• Assist with student lockouts
• Enforce policies and document through student conduct if necessary
• Participate in all specified RA trainings, including on-going training sessions
• Participate in Open House and Student Staff Recruitment
• Serve as the point person for all house programming, implement any house publications (events calendar), and work on house recognition/development activities
• Serve as the liaison between the Institute for Civic Engagement Office and the Residence Life and Housing Office
• Participate in any departmental initiatives, including Adopt-a-Family
• Designate an RHA representative and participate with hall council
• Complete all bulletin board and programming requirements while utilizing the members of the house
• Maintain communication with the RHD in charge of the Leadership House
• Participate in your staff meetings and events to your level of comfort and within the standards set by the RHD
• 3rd year staff members must complete all additional requirements
• Assist with marketing and recruitment efforts
• Purchase house and programming supplies as needed

CONSIDERATIONS

GPA and RA Requirements
A minimum cumulative grade point average of 2.5 is required to participate in the Leadership House program; therefore, a minimum GPA of 2.5 is required for the House Manager position. 2 or more semesters experience as a RA (ending in good standing) is a preferred requirement.

Remuneration
The House Manager receives a single room rental waiver for the Leadership House. 3rd and 4th semester RAs would receive: $1,200 per semester stipend from the House Manager position, 10% discount at ASC bookstore, and $15 parking registration waiver. (Parking is available right behind the house.)

5th and 6th semester RAs that apply would receive: $1,400 per semester stipend from the House Manager position, 10% discount at ASC bookstore, and $15 parking registration waiver.

*If the RA is accepted to the Leadership House program they will also receive $500 per semester stipend.

TOPS programming funds will be available to be used for house meals for house members including the House Manager. Meals will be planned with outside guests to the house at least twice a semester with a limit only restricted by funds. A budget will be proposed by the House Manager and approved by the Director of Residence Life and Housing, and or his/her designee in August.
**Student Conduct Standing**
Current and past student conduct records will be checked to ensure all applicants are in good standing. Should a candidate have a current student conduct record, the Associate Director will contact the candidate immediately to discuss their status as an applicant.

**Student Teaching/Outside Commitments**
Student staff are permitted and encouraged to be involved in extracurricular activities as long as it does not interfere with their job performance. Please note that students participating in a student teaching program will not be eligible to apply for the House Manager position.

**Hiring and Placement Decisions**
Hiring decisions are based on the application, references, and successful interview.

**Other Things to Consider**
- Student staff are sometimes awakened in the middle of the night for many different reasons.
- Student staff sometimes have to miss the "big event" on campus because of their obligation to the job.
- Student staff gives up a certain degree of privacy.
- Student staff sometimes needs to adjust their habits to meet the needs of the floor.
- Student staff must maintain a satisfactory balance between studies and job responsibilities. The position must be your secondary only to academics.
- Student staff may have to enforce policies and procedures.

**Student Staff Recruitment Policy**
Please be advised that in order to be considered for any Residence Life and Housing position you must have a completed application, and a list of three references. Residence Life and Housing reserves the right to remove any candidate from the process that does not meet the above criteria.
House Manager Application
Residence Life and Housing

(Please print or type in black ink)

Name:____________________________________________________________

SUNY Cortland ID # _______________ Date of Birth __________

SUNY Cortland Email _______________________________

Local Address _____________________________________________________________

Local Phone Number _________________ Major ____________________________

Permanent Home Address ______________________________________________

_________________________________________ Phone __________________

City __________________________________ State ____________ Zip Code ______

Current Class Year _____________ Anticipated Grad. Year/Semester __________

Number of Semesters as an RA __________

Have you completed your student teaching or field work? ________________

If not, indicate when you expect to do so (Semester/year) ________________

Cumulative grade point average (based on Cortland classes only): _________

Do you have a previous Student Conduct Record, if so please list what charge(s) you were found in violation of.

____________________________________________________________________

Please answer the following questions on a separate sheet of paper and attach along with a copy of your resume to this application.

1. Why are you interested in obtaining the House Manager position?

2. What leadership and organizational skills do you possess? How would these skills help to make you an effective House Manager for the Leadership House?

3. What do you feel you will need to do in order to effectively transition to working in the Leadership House (as compared to a traditional residence hall)?

4. How do you feel the House Manager position is different from other student staff positions?

5. What are some initiatives you would start if you were working in the Leadership House?

6. What activities/organizations do you plan on being involved with next semester (please list any positions you plan on holding and the duties they involve)?
**Reference Information**
Please list the names of three references. They do not need to fill out a form. Students should not be used as a reference.

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**Certification of Information**
I declare that the statements made in the application process are true and complete to the best of my knowledge. This includes, but is not limited to, all personal information and educational and occupational qualification and credentials. I further understand that any false statements made in the application process may be grounds for immediate dismissal or for removal from consideration of employment.

Applicants Signature  ____________________  Date  

**All application materials are due to Residence Life and Housing by March 3, 2015 by 4:00 p.m.**