Student Affairs Residential Fellow Position Description for 2011-2012

Position Purpose: To provide oversight of a University-owned chapter house and assist the alumni Advisors and House Corporation members in supporting the operation of the chapter in this facility.

Contract Term: August 1, 2011 through July 31, 2012

Time Commitment: Average 30 hours per week. Actual time commitments vary greatly week to week throughout the semester. The month of August involves a heavy commitment to training and is included in the compensation. Opening, closing and other community events may involve more time, but conversely, many weeks require a reduced time commitment.

Housing Schedule: Houses are allowed to be open all year round, except during Winter Break during which the University is closed: December 25 – January 2. Each chapter sets its own schedule.

Each chapter may choose how their house is used during the summer break period:
- They may allow the house to stay open for normal chapter occupancy and operations;
- They may choose to close the house;
- They may allow the house to be used for a summer conference group;
- They may close the house for renovation

The Residential Fellow is expected to be present at all times during which the house is open as well as assist with whatever summer option the chapter chooses.

Vacation/Time Off: Every Residential Fellow receives 5 days of vacation time that may be requested of their supervisor in advance. In addition, five days during Winter Break: December 25-January 2 are considered vacation days.

Summer: This is a 12 month assistantship. The expectations for summer are the same as throughout the year. Exceptions and adjustments to this must be requested in advance and may be granted based on expected summer programs and requirements.

Supervision: Co-supervised by Housing Coordinator and a member of the Advising Team.
Remuneration: Approximately $19,050 per year based on graduate status ($356-$365 per week) plus 10 hours of tuition credit\(^1\) per semester (4 hours during summer), health insurance, two room apartment with bathroom, meal plan (depending on chapters meal plan options), all utilities, phone, internet, 20% discount at campus book store.

General Responsibilities:
1) Participate in DFSL Staff training program beginning August 1st
2) Participate in community House Director training in mid-August
3) Participate in DFSL staff training, planning retreats and other Student Affairs professional development opportunities throughout the year.
4) Attend weekly team meetings and monthly House Director meetings.
5) Attend chapter meetings on a regular basis to make announcements and maintain a visible staff presence.
6) Submit a weekly report by 9:30 a.m. Monday mornings, on house conditions, chapter and other related issues.
7) Attend all Greek-wide events such as Homecoming, Greek Week, Greek Awards Reception, etc.
8) Assist or manage a departmental project or developmental opportunity, or more depending on commitment required.
9) Uphold all University and Fraternity & Sorority Life policies.
10) As a highly visible campus staff member, act in a manner in keeping with the role model you are expected to be for your chapter and others.
11) Do not engage in any inappropriate relationships with undergraduates.
12) Be a visible presence in the chapter house.
13) Notify the Housing Coordinator when you will be away from your house overnight.

Facilities Responsibilities:
1) Conduct a daily walk-through of the entire facility.
2) Conduct a regular facility walk-through with the Housing Coordinator or member of the Residential Facilities maintenance team.
3) Manage the check-in and check-out procedures in cooperation with the chapter members and alumni House Corporation.
4) Fill out and manage Room Condition Reports (RCR’s) at the beginning and end of each semester or whenever a resident moves in or out. Work with chapter to identify and handle accountability for damage in the house and in particular in rooms as identified on RCR’s.
5) Work with the chapter president to maintain the chapter roster through the on-line system (STARS).
6) Manage chapter access via the card swipe system using the on-line STARS/Housing system.
7) Issue keys and maintain key records.
8) Track all work orders and ensure their completion.
9) Ensure that the chapter’s cleaning contractor and caterer are fulfilling their responsibilities and contracts based on the chapter’s and the University’s expectations.
10) Work with chapter officers and House Corporation to promote and ensure a positive living/learning environment
11) Meet weekly with the chapter president and house manager
12) Perform additional duties as agreed upon with the chapter, House Corporation Boards/Advisory Boards and OFSL.
13) Assist DFSL staff in other programmatic responsibilities – i.e. judicial, Chapter Expectations, tracking, assessment, etc.

On-Duty Weekends

On a normal weekend (not a closed/ no travel weekend or designated holiday), two Residential Fellows will be on duty on the Row. They will be present in their house from 10:00 p.m. Thursday night until 8:00 a.m. the following Monday morning. At other times they will be within 20 minutes of the Row. Twice each evening they will walk around the entire Row.

The duty schedule cycles each semester through all Residential Fellows.

Optional On-Call

Should a Residential Fellow be away from their house for more than five days, he/she will need to have another Residential Fellow agree to supervise his/her house during this time. If the Residential Fellow who is away does not have vacation time available, he/she will not receive their stipend for that week.

Other Duties As Assigned

1Programs such as the Full and Part-time MBA, Accelerated MBA, and Executive MBA have higher credit hour rates or flat fee pricing. If you enroll in these programs, you will be responsible for fees and the difference in tuition that exceeds the prevailing standard in-state credit hour rate for the maximum allowable credits per semester or summer sessions.