

UConn Pre-College Summer

Resident Manager Job Description (12+ positions available)

PROGRAM OVERVIEW:

UConn Pre-College Summer (PCS) is committed to providing a safe and supportive living-learning environment, allowing rising high school juniors and seniors to explore their academic interests, while gaining knowledge of institutional activities and social environments on a college campus. PCS serves as a non-credit exploratory experience where students will gain an understanding of the college classroom with engaging University faculty and explore nuances and areas of college-life at a nationally ranked public University.

POSITION OVERVIEW:

Under the supervision of UConn's Pre-College Summer (PCS) administration, the **Resident Manager (RM)** is responsible for the safety of program participants and the coordination of a positive academic, social, living and learning environment. This **full-time, live-in, 24/7 appointment requires a 5-week commitment** (including weekends) for the program period **June 30, through August 3, 2019**. Resident Manager duties are demanding and require maturity, genuine concern for program participants, strong interpersonal abilities, and understanding of Pre-College Summer Program goals and policies. **The position will include room and board for 1 week of training and the 4 week program, and a gross stipend of \$2,500 (before taxes).**

POSITION RESPONSIBILITIES AND DUTIES:

GENERAL AND STUDENT/COMMUNITY DEVELOPMENT

- Participate in a mandatory 1-week training prior to participant arrivals
- Be a team player, and help cultivate a positive familial community
- Actively assist with and coordinate weekly registration, student check-in, orientation, team building activities, safety trainings, etc. (*typically on Sundays*)
- Coordinate and assist in the supervision of Saturday check-outs, building preparation, and field trip days
- Supervise and support participants with the transition to UConn, including assisting them in navigating the campus' academic, residential, social and dining facilities and activities
- Attend to the personal well-being of participants such as in health, safety, security and emergency situations
- Attend and participate in staff meetings, activities, and academic, and social workshop programs
- Perform administrative duties as assigned including, but not limited to: distributing information, completing incident reports, door and bulletin board decorations, health and safety inspections, and checking and responding to email and phone communication
- Reside in assigned residence hall room throughout the duration of the program
- Perform other tasks as assigned and as needed

RISK MANAGEMENT AND POLICY ENFORCEMENT

- Inspect participant rooms for health and safety purposes and report and document any violations
- Confront and document inappropriate behavior to hold participants responsible for their actions
- Maintain privacy and/or confidentiality when handling participant and community issues
- Support and uphold University, Residential Life, and Pre-College Summer policies by personal example
- Be knowledgeable of, enforce, and abide by all University policies and procedures, as well as State & Federal laws

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Excellent leadership and interpersonal skills, and an ability to communicate clearly and effectively
- Demonstrated leadership and/or involvement experience
- An understanding of the needs of, and interest in, working with high school juniors/seniors
- A desire to work collaboratively as part of a highly functioning team in a fast-paced environment
- **No other scheduled commitments** (classes, research, appointments, jobs, practice, GA commitments, etc.)

PREFERRED QUALIFICATIONS:

- Familiarity with the UConn Storrs campus and residence halls (including rules, regulations and policies)
- Previous experience as a Resident Assistant, Peer Mentor, or similar role in a campus setting

***NOTE:** Selected candidates will be required to complete an online portion of CPR/First Aid training and an online Minor Protection training before official training begins.

ADDITIONAL DETAILS:

Position Description: Please note that changes may be made to this position description. Changes will be communicated to applicants as they are made.

Qualified applicants will be invited to participate in a group process day and/or an interview (either in-person or via online video) in March and April 2019. Please take note of the [application timeline](#).

A criminal background check of selected candidates is required through the UConn Office of Minor Protection.

For more information or if you have any questions, please contact Cody Olson, PCS Graduate Assistant at (860) 486-0149 or at coo18003work@uconn.edu. **Use Subject Line:** PCS Resident Manager Position

Pre-College Summer**University of Connecticut**

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TO APPLY FOR THIS POSITION, PLEASE USE THE FOLLOWING LINK:

pcs.uconn.edu/summerjobs/application