Responsibilities:

- Housing Managers will be responsible for assisting in the overall management and daily operations of their assigned living areas. This includes, but is not limited to, regularly visiting the apartments within their area (recording these interactions), disseminating information and programming updates, and performing health and safety checks of residents and apartments.
- Each Housing Manager must be a positive role model- creating, facilitating, and maintaining a living and learning atmosphere that is conducive for individual student growth, as well as community development, within the residential unit.
- Housing Managers will recognize that individual performance and appropriate behavior is critical to the successful operation of one’s area and that performance can be reviewed at any time if deemed necessary by their supervisor. The Department of Residential Life can terminate your service as a staff member before the end of the appointment end date based on poor performance, academic status, or violations of the University's student code of conduct. Should your performance as a Housing Manager not meet the expectations set forth in this document, you will be subject to consequences ranging from a verbal warning to termination.
- Housing Managers will be expected to staff their respective office (Empire Commons, Freedom, or Liberty) on a weekly basis while on duty. Please note that weekend duty responsibilities are rotated among the staff.
- Housing Managers will participate in weeknight and weekend duty rotation for the apartment complex serving as Director on Duty. The Director on Duty responds to all incidents in their designated area.
- Additional duties include: administrative and operational functions of the apartment complex, including, but not limited to, check-in and checkout procedures, continuing student housing sign-up, staff selection, and facilities-related functions in conjunction with Apartments Maintenance personnel. These duties may require additional hours in the office.
- Housing Managers are required to attend all staff meetings, training sessions, one on one meetings, in-services, workshops, and other departmental events unless their absence is approved in advance by their direct supervisor or the Assistant Director.
- Housing Managers are responsible for attending three Continuing Staff Development (CSD) workshops in the Fall semester and two in the Spring semester of employment for personal and professional growth.
- Housing Managers must complete all programming requirements as outlined in the University Apartments Programming Manual.
- Housing Managers are expected to abide by the policies outlined in the Job Description, Community Rights and Responsibilities, the Terms & Conditions of the University Residence Halls License, and the Student Staff Handbook. Staff must conduct themselves in conformity to University policies at all times. Staff will behave as positive role models for residents both on and off campus. When making personal and work-related decisions, staff will understand that he/she is a representative of the Department of Residential Life in addition to being a student. The Department expects staff members to make decisions that best represent the Department and the University at Albany.
  - Staff will follow all outlined policies and procedures at all times. Abuse of authority, privileges, and/or benefits will not be tolerated.
- University Apartments do not close during University intercessions, and operates on limited schedules during these breaks, during which staff are expected to work.

Summer Responsibilities: (Does not apply for 10month Housing Managers)

- Housing Managers will participate in weeknight and weekend duty rotation for the apartment complex serving as Director on Duty. The Director on Duty responds to all incidents in their designated area.
- Housing Managers will be expected to staff their respective office (Empire Commons or Liberty Terrace) on a weekly basis while on duty. Please note that weekend duty responsibilities are rotated among the staff.
• Housing Managers play an integral role in the Summer Conference Housing operation on Empire Commons and Liberty Terrace, which requires that student staff members are responsible for the delivery of bed linens and room set-up, check-in and check-out of summer conference housing guests, and other concierge duties as assigned.

**Outside Employment and Co-curricular Activities:**
• Housing Managers will agree to treat the HM position as their top priority after academic-related work. HMs will appropriately plan around Departmental expectations such as duty, programming, meetings, etc.
  o Academic commitments are the only priority that may supersede the Housing Manager responsibilities and expectations. Co-curricular activities, on or off campus jobs, and University-related opportunities that are non-academic are considered secondary in relation to the Housing Manager’s role.
• Housing Managers must understand that employment outside of the Housing Manager’s position is limited to an additional 10 hours per week.
• All outside employment must be approved by the Housing Manager’s direct supervisor prior to committing to an additional job.
• If a Housing Manager has overcommitted to other responsibilities, employment may be subject to termination.

**Qualifications:**
• Full-time enrollment in a degree program for the duration of the position.
• Experience working with the Department of Residential Life is required. Housing Managers must have satisfactorily completed an introductory course (ECPY 301 or ECPY 302) or be currently registered for one of these courses.
• Applicants must have a cumulative GPA of 2.5 or better.
• Applicants must be in good disciplinary standing with the University at Albany.
• Understanding and appreciating the environmental factors that impact students living in a multi-cultural community is expected.
• Applicants must be a team player willing to support other Residential Life student and professional staff, to work together to establish a positive atmosphere in the living area.
• Applicants must have a good work ethic, excellent communication skills, the ability to work as part of a team, and an understanding of the importance of good customer service. Your success and personal growth in the position is directly related to your attitude and commitment to the position.

**Remuneration:**
• Remuneration for the 12-month position includes $3,000 Podium Dollars plus a furnished, single bedroom in an apartment. Phone and cable hook-up included. Total package worth approximately $13,000 – $14,000.
  Remuneration for the 10-month position includes $2,000 Podium Dollars plus a furnished, single bedroom in an apartment.
• Compensation in Podium Dollars will be disbursed to the Housing Manager’s Podium account on a bi-weekly basis. If a Housing Manager leaves or enters the position mid semester, the amount will be prorated accordingly.
  • Podium is a declining balance account that is available on your SUNYCard when you deposit funds into the account. Podium purchases are subject to NYS sales tax. [http://www.albany.edu/uas/munchypodium.php](http://www.albany.edu/uas/munchypodium.php)
  • SUNYCard Services: [http://www.albany.edu/uas/sunycard.php](http://www.albany.edu/uas/sunycard.php)
  • Off Campus Podium Options: [http://www.albany.edu/uas/offpodium.php](http://www.albany.edu/uas/offpodium.php)
• Housing Managers are assigned to designated staff rooms. In the event that a Housing Manager leaves the position or is terminated, they must move into a different room on the complex, as assigned by a University Apartments professional staff member.