Residence Life
Truman State University

Student Staff Handbook
2012-2013
### Important Dates

#### Student Staff Training Dates:
- **Wednesday, August 8**: 1st Year Student Staff Training begins (1 pm)
- **Friday, August 10**: Returning Student Staff Training begins (1 pm)

#### Fall 2012 Important Dates:
- **Saturday, August 18**: Residence Halls Open for First Year Students (8:00am)
- **Saturday, August 18**: Truman Week Begins
- **Thursday, August 23**: Fall Classes Begin
- **Monday, September 3**: Labor Day – No Classes
- **Saturday, October 15-21**: Homecoming
- **Th. - Fri., Oct. 11-12**: Midterm Break
- **November 16-25**: Thanksgiving Break
- **Friday, December 7**: Final Exams
- **December 10-14**: Last Day of Classes
- **Wednesday, December 12**: Reading Day
- **Saturday, December 15**: Commencement
- **Saturday, December 15**: Halls Close – 6:00PM

#### Spring 2013 Important Dates:
- **Friday, January 11**: Student Staff Returns to Campus
- **Saturday, January 12**: Winter Training Begins at 9:00AM
- **Sunday, January 13**: Halls Open – 10:00AM
- **Monday, January 14**: Classes Begin
- **Monday, January 21**: MLK Jr. Day – No Classes
- **Thursday, February 21**: University Conference
- **March 11-15**: Midterm Break
- **Tuesday, April 16**: Student Research Conference
- **Monday, April 1**: Spring Break
- **Friday, May 4**: Last Day of Classes (May the forth be with you!)
- **May 6-10**: Final Exams
- **Wednesday, May 8**: Reading Day
- **Saturday, May 11**: Commencement
- **Saturday, May 11**: Halls Close – 6:00PM
- **Sunday, May 12**: Staff Can Check-Out (Noon)/Mother's Day
Important Numbers

Duty Cell Phone Numbers:
BNB, DH, RH, GH, CA, FA, RA- Alpha Zone On-Duty  x5050
MH, WCS, CH - Bravo Zone On-Duty  x4777
BNB SA Duty Cell  (660) 341-3462
Centennial SA Duty Cell  (660) 341-1238
Dobson Duty Cell  (660) 341-3403
Grim/Apts Duty Cell  (660)341-6494
Missouri SA Duty Cell  (660) 341-1017
Ryle SA Duty Cell  (660) 341-6866
West Campus Suites SA Duty Cell  (660) 341-0377

Office Phone Numbers:
BNB HD Office  x4710
BNB CC Office  x4821
BNB SA Office  x7515
Campbell Apts. Office  x7637
Centennial HD Office  x4830
Centennial CC Office  x5382
Centennial SA Office  x4848
Dobson HD Office  x4293
Dobson CC Office  x4432
Dobson SA/AM Office  x4210
Grim Office  x5343
Missouri HD Office  x4472
Missouri CC Office  x6023
Missouri SA Office  x4511
Residence Life Central Office  x4227
Ryle HD Office  x5707
Ryle CC Office  x7429
Ryle SA Office  x5387
West Campus Suites HD Office  x5503
West Campus Suites CC Office  x5502
West Campus Suites SA Office  x5501

Additional Cell Phone Numbers
BNB Hall Director  (660) 341-4143
Ryle Hall Director  (660) 341-7165
Centennial Hall Director  (660) 341-7138
Coordinator for Facilities & Process  (660)341-8641
Coordinator for Student Life & Dev.  (660) 341-6984
Dobson Hall Director  (660) 341-7124
Grim/Apts Director  (660) 342-0494
Missouri Hall Director  (660) 349-0774
Residence Life Director  (660) 341-8453
West Campus Suites Hall Director  (660) 341-7128

*Dial 911 for All Emergencies
Residence Life Mission and Core Values

Residence Life Departmental Mission
As part of Truman State University, Residence Life fosters the development of respect, responsibility, and accountability in our students. Within safe, comfortable, and intellectually engaging living communities, we nurture students to become productive citizens and life-long scholars.

Residence Life Core Values

Community
Creating a place on campus and within the greater Kirksville community where residents have a safe place to call home.

Life Skills
Helping residents grow to become stronger people while exploring and defining their own values, ethics and identity.

Diversity
Understanding and embracing the differences within ourselves and the world around us.

Service
Supporting the people within our own and surrounding communities through volunteerism and compassion.

Scholarship
Placing an emphasis on being a life-long learner, while striving to create a love for learning and exploration, and building upon their liberal arts and sciences education.

Wellness
Intentionally creating an atmosphere in which residents are exposed to information that will enable them to make healthy lifestyle choices.
# General Expectations & Responsibilities

## Including...

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Truman Week Involvement

Student Advisors:
Truman Week is a first-year student’s initial taste of college life here at Truman. These students are often overwhelmed by the whole experience and look for guidance during this time of transition in their lives. As a student staff member you must be willing to step up and offer the guidance that incoming students are seeking. You will serve as a person with answers & resources, a willingness to help, and a supportive attitude. Your specific responsibilities will include, but are not limited to:

- bringing residents to various Truman Week activities, and College Cup Challenge events
- coordinating Truman week events with your Community Coordinator/Graduate Community Director in hall
- serving as a resource about the University to help students become acquainted with the campus and services offered
- promoting enthusiasm and excitement among your residents
- other tasks that may be assigned to you if you do not have a large number of first-year students in your area

Apartment Managers:
Truman Week is a first-year student’s initial taste of the college. Although there are rarely first-year students in the apartments and BNB 2nd & 3rd floor north communities during the fall semester, AMs may be asked to help a residence hall with Truman Week activities or asked to work as an additional staff in the hall office during Truman Week.
Administrative Responsibilities and Services

As a Residence Life student staff member, you are expected to assist the Hall Director and Graduate Community Director with certain administrative duties in order to maintain the smooth operation of the residence hall. Though these duties are not terribly cumbersome or time consuming, they are of great importance. These duties may include any of the following:

- maintaining accurate records regarding the residents assigned to the house/floor
- assisting HD and GCD with opening and closing of hall/apartment, including returning early/leaving late
- conducting inventories, reporting, and following up on maintenance problems in the house/apartment complex
- completing necessary reports and forms in a timely manner (i.e. incident reports, surveys, room change information)
- completing other duties as assigned by the Hall Director, Graduate Community Director, Residence Life Coordinators, and the Residence Life Director

Staff Meetings

Weekly meetings are the most direct means for ResLife staff to keep up with what is going on in their residence halls and on campus. Once a week, the hall staff from each building will meet to discuss Residence Life, campus-wide, and building issues as well as weekly events. Student staff are expected to:

- attend all weekly staff meetings and turn in requested materials (as assigned). Staff expectations must be top priority after academics.
- actively participate in official staff retreats, socials, banquets, developmental sessions, etc.
- meet twice a month with the Hall Director or Graduate Community Director and once a month with the Community Coordinator, at minimum

Duty Rotations

*(Duty responsibilities are subject to the discretion of individual Hall Directors or Graduate Community Director.)*

To maintain order in the residence halls and apartment complexes, there will be either one or two student staff, depending on the staff, on duty in each hall/complex weeknights from 5pm-7am the next morning, weekends from 5pm-5pm the next day; Student staff are expected to be on campus between 5pm-7pm and then in their building by 7pm until the following morning, depending on the residence hall. (Apartment Managers may have slightly different duty expectations due to the nature of their living environment. Their duty requirements are at the discretion of their GCD and will be explained to the staff during Fall Training.) The student staff on duty serves as the first response for issues that may arise in the residence halls. If a situation arises where the Student staff on duty need additional support, or do not feel equipped to deal with the situation, they can use the duty cell phone to contact the Hall Director, Graduate Community Director or Community Coordinator on-duty. Duty cell phones are provided to student staff when they are on duty. They are ONLY to be used when calling for support regarding conduct or emergency situations. They are not to be used for personal or recreational needs. Personal calls will be charged to the student staff member and disciplinary action may be taken for misuse of university property.

Duty is also an excellent time you have to spend getting to know residents outside of your house or floor, and help to build and promote community within the entire facility. The student staff on duty makes periodic rounds as required in the evening (three sets on weekdays and four sets on weekends) and also:

- ensures that exterior entrances are secured
- remains in the building for the entire duty period
- responds to residents’ needs and building emergencies
- unlocks doors for residents who need access to their room (after following lock out procedures)
- reports facility concerns in the duty log and by calling the Fix-It Line (x4687)
- makes themselves available to hall/apartment residents during their time on duty and serves as a caring professional
- identifies themselves to the on-duty Night Monitor and works with the Night Monitor when called upon for assistance
- works with the ResLife duty staff, Department of Public Safety, University Counseling Services, or any other university officials as necessary during crisis situations (in accordance with departmental and University protocol)
Conduct
For any emergency or crisis situation that is dealt with, detailed documentation must be submitted to the Hall Director or Graduate Community Director within 24 hours of any incident. The HD or GCD will then coordinate appropriate conduct follow-up. At times, the HD or GCD may ask the student staff to work with residents on certain issues that have occurred within their house or hall. At all times, staff members must be consistent, detailed, unbiased, and accurate in the documentation of situations.
The student staff may also help with:

- supervision and/or assignment of residents’ educational sanctions (under HD or GCD direction)
- hall conduct processes when required by the centralized conduct board, for the case being reviewed (ex. serving as a witness for a documentation you have written). These situations will be on a case-by-case basis (student staff are not required to attend all C-Board sessions).
- proactively identifying opportunities to help residents, and reporting any concerns about residents to the HD or GCD.
- appropriate follow-up for incidents, striving to be as developmental and community-minded as possible.

In-Hall Work Assignments
Student staff is required to work up to 3-5 hours per week (location to be determined by HD or GCD based on hall needs). Since our residence halls and apartments vary from 33 students to nearly 675 students, hall work needs may vary depending on building size, and therefore the workload within the hall office, hall desk, and other areas will differ from building to building.

Key Security
Student staff members have access to the master keys for the building(s) in which they work. A master key can also be checked out for the staff member to assist residents who have been locked out of their rooms or for other official use, and must be returned immediately. Access to the master key is a HUGE responsibility, and is taken very seriously. These keys will allow access to nearly every room in a building. The trust and security of every resident in the building is in your hands when you hold a master key. Master keys should NEVER be given to non-staff members, and NEVER be removed from the building. The following are some additional guidelines that should be adhered to when checking out a master key:

- Caution must be taken to insure the security of the master key—loss of a master key must be reported immediately to the HD or GCD.
- Appropriate action may be taken after a thorough review of a situation where master keys are lost. Actions may include reimbursement of expenses for re-coring building doors and key replacement. The staff member may be placed on strict probation or the department may begin the termination process.
- Loss of a master key or building keys will result in strict probationary terms for the remainder of the semester, and may result in proceeding with the termination process.
- Misuse of a master key will result in proceeding with the termination process (i.e. keying into a room without proper permissions or cause or possession of a key outside of job necessity)
- Repeated key loss while a student staff member is on probation for master building key loss may result in proceeding with the termination process. Staff members are responsible for all keys issued to them, and will be held accountable for all charges incurred from replacing lost keys.

Committees
Committees are additional opportunities that SAs have to further develop transferable skills, and help to provide an avenue to make closer connections with other divisions on campus. There are several project work groups to choose from. Some of these include:

- Student Visit Day Coordination
- Wellness
- Student Staff Selection
- Tunnel of Oppression
- Oktoberfest

Outside of these departmental project work groups, SAs are encouraged to further connect with the university community by being a part of other committees, and work on other assignments that allow them to collaborate with other departments. You will get more information about these work groups during training.
Apartment Managers are not required to participate in Committees. If one of the above topics is of interest to you, talk to your Graduate Community Director about how you could be placed in that group.

**House Meetings**

Building community within your house or in your apartment complex is critical for students to feel comfortable and safe in their home environment. To help promote opportunities for residents to learn about each other and to express their personal needs or ideas, Student Advisors must conduct regular house meetings (preferably once a month, same day, same time) and additional meetings when needed for consistency, rapport, and community-building purposes. Apartment Managers should conduct community meetings as needed. Student staff should notify the HD, GCD and/or CC in advance of dates and times of these meetings, especially if they would like for either of them to attend.

**Hall Council**

Student staff will facilitate the opportunity for house members to become involved in the hall council and are encouraged to attend hall council meetings and programs. In addition, student staff are expected to provide support to their hall council, and their activities, to help promote unity and community identity, and are strongly encouraged to attend some council and RHA meetings.

**Service to Residents**

Due to the fact that student staff are the University’s first line of communication with students living on campus, student staff are expected to become personally acquainted with house residents as soon as possible. Additionally, to further communication, community, and safety within a residence hall, student staff are expected to:

- know all residents in their house by name and location of room within three weeks of the first day of classes
- disseminate information (i.e. information bulletin boards, newsletters, and meetings) in a timely manner
- assist in evacuation of the hall during emergencies and drills use discretion in the careful handling of confidential matters
- provide support to residents within their ability and be able to refer residents to appropriate resources
- provide community-building programs and activities designed to encourage residents to positively interact with one another
- assist with other building concerns and emergencies, as needed

**Availability & Time Off**

Student staff are expected to be available to their residents anytime they are in the building. When not away from campus, student staff are expected to be in their buildings/apartments by 3:00 AM each night unless prior approval has been granted by the HD, GCD or CC. Student Advisors are allotted a total of twenty days off per year, to be taken with the HD’s, GCD’s or CC’s approval. A day off is defined as any 24-hour period of time, or an evening out of the building past 3 a.m. A maximum of twelve days may be taken during any given semester. Days taken away from campus for verified academic trips, organizational events, presentations, concerts, etc. are counted against the twenty days. (Time off for family related or other emergencies will be granted at the HD/GCD/CC discretion) These twenty days per year do not count holidays or the weekend immediately surrounding the holiday.

Apartment Managers are expected to be on campus for 50% of the weekends each semester. These weekends do not count holidays or the weekend immediately surrounding the holiday. Additional time off during the week (Sun-Thurs) can be requested from the GCD.

Each student staff is required to stay on campus and be on duty up to but no more than two “holidays” per year, as determined by each hall’s staffing needs.

- Dates that count toward Duty “Holidays” for the Fall semester include: Labor Day (Friday-Monday), Mid-term Break (Thursday-Sunday), and Thanksgiving (Friday-Sunday & Friday-Sunday).
- Dates that count toward Duty “Holidays” for the Spring semester include: Martin Luther King Day (Friday-Monday), Mid-Term Break (Friday-Sunday) & (Friday-Sunday), and Spring Break (Friday-Monday).
- During Thanksgiving Break and Spring Mid-Term Break, the Student Staff on duty Monday-Thursday will be compensated in other ways.
- Student staff must complete and submit an online request to be absent form to the HD, GCD or CC for approval based on the building’s timeline. Requests for time off are not guaranteed, but will be granted only if there is adequate coverage for the building during your requested absence.
Training and Staff Development

In order to continue growing both as a student staff member and as a leader, each Student Staff is required to attend several training sessions throughout the course of the academic year. Training is accomplished through a variety of learning methods, including role-playing, small group projects, team-building exercises, and discussions. Staff is encouraged to discuss their ideas and voice questions or concerns they have in performing their job responsibilities. The skills gained through these learning opportunities will be invaluable when confronted with situations while you are on-the-job. Continued development and training plays a central role in the job, therefore all staff training is mandatory. Exceptions for attending training may only be made at the discretion of the Residence Life Director. For those special cases, some form of alternative training or review of the information will be necessary, and the assignment of additional projects/research may occur. When weighed against substandard performance and/or any existing probationary terms, missing any training programs may provide grounds for the Residence Life Director to proceed with the termination process for not fulfilling the requirements of the SA or AM position.

Fall Training

Student staff are expected to return approximately 8-9 days prior to Truman Week, for the annual Fall Training. This is a time for real personal growth and development. The lessons learned at fall training will be carried with a person for the rest of their lives. Issues and topics covered during fall training include, but are not limited to:

- Emergency Response
- Community Building
- Facilities Management
- Documentation Procedures
- Mental Health Protocol
- Team Building
- Diversity Training
- Administrative Duties

Winter Training

The annual Winter Training generally only takes one weekend day prior to the start of classes; providing student staff with revitalization that is needed for facing the coming semester. It is the first time that mid-year hires will officially be with their new staff, and it also serves as a great opportunity to see all of the other ResLife staff as a whole group. Training is provided to review critical skill sets, offer team-building exercises to motivate and invigorate the student staff for the spring semester, and answer any questions or concerns people may have.

Spring Orientation

Spring Orientation is the first opportunity that new student staff have to feel what it is like to be part of their new team for the upcoming year. It is at Spring Orientation that the members of a staff first get formally acquainted with each other. Further, basic foundational information, such as what to expect when returning for the fall, is presented at Spring Orientation. Spring Orientation will be scheduled by individual Hall Directors.

In-Services

In-services are used for the continued training and benefit of the student staff across campus. The purpose of these opportunities is to focus on personal and professional growth for student staff members. These sessions, generally lasting 1-2 hours each, further train Student Staff in the use of campus resources, decision-making, conflict mediation, and other valuable skills. Student staff may attend one in-service per semester online through Staff Zone on the ResLife website. The amount of in-services required is as follows:

- First year student staff attend five in-services per year, maximum three per semester.
- Second year student staff attend three in-services per year, maximum two per semester.
- Third year student staff attend one in-service per year

In-services are provided by appropriate experts from campus and the community, it is expected that student staff be respectful audience members during all in-services. Student staff members are encouraged to review the in-service schedule early in the semester and plan appropriately for attending the required number of in-services. In special cases due to academic conflicts, alternate projects or in-services may be assigned by professional staff throughout the year. In addition, other University programs or learning opportunities may be counted as an in-service requirement with prior approval.
Professional Development Conferences
Student staff may have the opportunity to attend some special Residence Life conferences or development programs in and out of state. Limited funds and spaces are available to attend these opportunities. Student staff who are interested in this type of opportunity should see their HD or GCD at the beginning of the fall semester. Residence Life strongly encourages the presentation of programs at these conferences.

Staff Retreats
Student staff are required to attend and participate in their staff retreat. Each hall’s staff retreat is a chance for the staff to get away from the worries of the residence halls and develop together as a group. In general, staff retreats encourage growth through interaction. Each staff will work to determine a retreat date that is conducive to all members’ academic schedules. Retreats should be a priority over any other non-academic requirements.
More Stuff You Need to Know

Performance Evaluations
Evaluations are an integral part of the developmental process in all student staff positions. Though this sounds intimidating, it should not be a cause for concern. Staff will be evaluated by residents via a survey, as well as in written form and one-on-one meeting with the HD, GCD and CC at the end of each semester.

Maintaining Employment and Returning as a Student Staff Member
Your ability to return the following academic year as a student staff member will be based on positive performance evaluations by your HD, GCD and CC and good academic standing (it is not automatic that student staff return from year to year). If a student staff member’s cumulative GPA falls below the expected minimum cumulative 2.75 GPA at any time, (s) he will be placed on probation. That staff member will be required to work with Residence Life Professional Staff to develop strategies and goals to bring their GPA back up. They will not be required to bring it immediately back to 2.75 or higher (as sometimes that is impossible), but if they fail to meet the outlined goals, their employment with our department will end effective at the end of the semester. If a student staff member’s cumulative GPA consistently falls below a 2.75 and/or that student staff member receives a poor performance evaluation, they may not be re-hired for the following year. However, student staff who are not in academic good standing with the University (i.e., on academic probation) will be terminated. At the beginning of the spring semester all student staff must submit a letter of intent, intention form and Fall semester evaluation completed by their HD, GCD and CC. For student staff wishing to return for the next school year, this will also serve as their reapplication.

Staff Roommates
If placed in a building with space for a roommate, student staff members usually have the option of buying out their room. In some cases, however, limited bed space on campus may require that student staff have roommates. If they choose not to buy out their room, they can either select or be placed with a roommate. If there is not space for a roommate, the student staff will pay the rate for a single room.

On/Off Campus Employment
SAs are not allowed to have any other on-or off-campus employment while the halls are open (this includes paid substitute teaching, paid internships, or weekend jobs) during the academic year. The SA position counts as 20 hours of work per week. SAs are only allowed to have other on- or off-campus employment during University breaks where the residence halls are closed (Winter Break and Spring Break). Volunteer positions are allowed with the prior approval of the HD or GCD. AMs are allowed to work for up to 10 hours per week. If the AM chooses to work at another job it is expected that the Residence Life staff position take priority. The GCD must be notified if the AM decides to take a job.

Student Staff Selection
Residence Life at Truman is always looking for good people to serve as Student Advisors and Apartment Managers. In light of this constant need for good people, current student staff are expected to seek out and encourage potential applicants as well as serve on interview teams when needed, at various points throughout the year. Student staff viewpoints and feedback have always been very helpful in selecting other students to fill vacant positions.

Scholarships and Financial Aid
If student staff have questions about how scholarships and federal or local financial aid are affected by their award, they should make an appointment with the Financial Aid office prior to accepting the student staff position. In general, there should be no conflict between an SA or AM job and his or her scholarships. However, staff is advised to double-check, just to make sure. Student staff positions cover standard university scholarship hour work requirements.

Additional Responsibilities
Student staff must accept any other related responsibilities and expectations as assigned by the HD, GCD, CC, and the Residence Life Office. These tasks are generally geared toward completing projects to further the departmental processes, goals, and mission.
Student Advisor Job Description

The Student Advisor position is a part-time, 9-month position. The Student Advisor reports to and is under the direct supervision of the Residence Hall Director. The Student Advisor also operates under the supervision of the Community Coordinator in certain aspects of their job. Specific responsibilities of the Student Advisor are assisting with resident adjustment, programming, counseling, policy enforcement, administrative tasks, and crisis intervention.

**Duties and Responsibilities:**

- Assist students in transition and adjustment to college
- Complete all programming requirements, which include a minimum of four programs per semester designed to complement the educational philosophy of the department around the 6 core values
- Resident check-in and check-out
- Confront and respond to resident problems, policy violations, building issues, and/or emergencies in a professional and caring manner
- Serve on one departmental committee
- Complete evening and weekend duty requirements
- Attend weekly staff meetings
- Work 3-5 office/desk/room hours a week (at HD/GCD discretion)
- Be available for residents when home
- Attend all mandatory training sessions
- Identify and attend to student or facility concerns and report in a timely fashion
- Other additional tasks as assigned by HD/GCD/CC

**Essential Functions:**

- Must be personally committed toward improving his/her own development as a person and as a professional.
- Must conduct themselves in an appropriate and professional manner in all aspects of their position.
- Must be able to operate computers, copy machines, and other standard office equipment and software.
- Must be able to quickly and efficiently respond to emergency situations.
- Must be able to handle multiple and complex tasks simultaneously.
- Must be able to communicate through direct contact on a daily basis.

**Personal Interaction:**

Maintain regular contact with supervisor, other departments, divisions and appropriate personnel and faculty to ensure that their Residence Hall house functions effectively. Frequent interaction with students of high quality is also maintained.

**Programming Expectations:**

It is expected that each year, each SA completes programming that addresses each of the six core values. Programs and other efforts may address more than one core value (credit will be given for up to 2 core values per program), however it is expected that there be a minimum of four programs per semester. Additionally, student staff may use one bulletin board per semester as a passive program. To receive credit for this passive program they must complete a programming worksheet and discuss this bulletin board with their GCD/CC prior to creating the bulletin board.

All student staff are required to submit a programming worksheet to the GCD/CC for the area in which the student staff member works. This programming worksheet should be completed in a thoughtful and thorough manner. All programming worksheets are due 2 weeks prior to the date of the intended program; this structure allows ample time for review and discussion on the part of the GCD/CC. If a student staff member would like to schedule a program without 2 weeks' notice the student staff member is responsible for scheduling an additional meeting with the GCD/CC for the area in order to discuss the program. It is expected that in this circumstance the student staff member will arrive to this meeting with a completed programming worksheet prepared to discuss the proposed program.

All student staff will be expected to complete a sociogram during a staff meeting prior to mid-term during the fall semester. While each hall leadership has some flexibility with how the sociogram is implemented it is expected that hall leadership will review expectations of student staff prior to first year move in and review progress with each staff member after the sociogram is completed. The sociogram should aid student staff and hall leadership in identifying residents who may be struggling to connect to the community and then create a plan to reach out to these residents as appropriate.
This programming model has few limitations and encourages creative thinking in the implementation of such activities. As part of our mission, we want to work with students so they are better prepared for life after college, to meet the outcomes associated with the values we have designated as vital to our departmental mission.

Additional Requirements
- 2 Campus/Community events (1 per semester)
- Door Decorations (2 per semester)
- Bulletin Boards (4 per semester)
- Spontaneous developmental opportunities

- Spontaneous community building opportunities
- One-on-one interactions with residents
- House Meetings
- House Newsletters/Email

Regarding the “Additional Requirements” outlined above, you will be informed of specific expectations during in-hall training. Community Coordinators will work directly with Student Advisors during programming brainstorming, planning, and execution.

Remuneration:
Student Advisors will be paid three-quarters of the room and board cost for a double room. If a single room option becomes available, the Student Advisor will have the option to buy-out the space at a reduced rate. Student Advisors working a facility with built-in single rooms for staff will be compensated three-quarters the cost of the single room. All compensation will be applied directly to room and board fees.
Apartment Manager Job Description

The purpose of the Apartment Manager position is to foster and develop a positive community in the apartment complexes. The position requires hard work and a dedication to helping others, which in turn offers personal rewards and professional development of the individual. Apartment Managers must exhibit the qualities of leadership, teamwork, initiative, responsibility, and personal character in and through their position.

Apartment Manager Job Description:
The Apartment Manager position is a 9 month position with the Residence Life Department. Apartment Managers are full-time students at Truman, and must maintain a minimum cumulative GPA of 2.75. Apartment Managers are under the direct supervision of their Graduate Community Director, and are expected to assist the Graduate Community Director in the smooth operation of the apartment complex.

Duties and Responsibilities:
- Attend all Residence Life training events in the fall, mid-year, and spring.
- Attend one scheduled Residence Life Professional Development In-Service throughout the year.
- Perform resident check-in and check-out procedures.
- Weekly scheduled duty coverage with the other Hall/apartment staff members
- Attend weekly staff meetings as designated by the Graduate Community Director.
- Work 3-5 office/desk/apartment hours per week, depending on scheduling needs as identified by the GCD.
- Send periodic complex e-mails as needed
- Other additional tasks as assigned by GCD
- Collaborate w/ other student staff members on your respective staff and support all activities happening in the buildings associated with your hall/complex
- Identify, confront, and attend to resident concerns, policy violations, and/or emergencies in an appropriate and timely fashion.
- Be present on campus for at least half of the weekends each semester, excluding holiday weekends.
- Sleep in your apartment Sunday through Thursday nights. Approval for additional time off will need to be made with your Graduate Community Director.
- Be available and approachable for your apartment residents when you are home.
- Identify, report, and attend to facility concerns in an appropriate and timely fashion.
- Work with your GCD, CC, and the Facilities Supervisors to effectively respond to any facilities concerns noticed in your apartment community.

Programming Expectations
It is expected that each semester, each AM completes at least one community-focused program. This programming requirement has few limitations and encourages creative thinking in the implementation of activities. As part of our mission, we want to work with students so they are better prepared for life after college, to meet the outcomes associated with the values we have designated as vital to our departmental mission.

All student staff are required to submit a programming worksheet to the GCD/CC for the area in which the student staff member works. This programming worksheet should be completed in a thoughtful and thorough manner. All programming worksheets are due 2 weeks prior to the date of the intended program; this structure allows ample time for review and discussion on the part of the GCD/CC. If a student staff member would like to schedule a program without 2 weeks’ notice the student staff member is responsible for scheduling an additional meeting with the GCD/CC for the area in order to discuss the program. It is expected that in this circumstance the student staff member will arrive to this meeting with a completed programming worksheet prepared to discuss the proposed program.

All student staff will be expected to complete a sociogram during a staff meeting prior to mid-term during the fall semester. While each hall leadership has some flexibility with how the sociogram is implemented it is expected that hall leadership will review expectations of student staff prior to first year move in and review progress with each staff member after the sociogram is completed. The sociogram should aid student staff and hall leadership in identifying residents who may be struggling to connect to the community and then create a plan to reach out to these residents as appropriate.
**Additional Requirements**

- Door Decorations (3 per semester)
- Bulletin Boards (2 per semester)
- Spontaneous community building opportunities
- One-on-one interactions with residents
- House Meetings
- House Newsletters/Email as needed

Regarding the "Additional Requirements" outlined above, you will be informed of specific expectations during in-hall training. Community Coordinators will work directly with Student Advisors during programming brainstorming, planning, and execution.

**Remuneration:**

Current award of approximately $1915 per semester is placed on the student account. This award is applied to offset any housing charges, but additional funds are not refunded to the student. Apartment Manager meal plan options are at the cost of the student.