



**OFFICE OF RESIDENCE LIFE
TOWNHOUSE MANAGER
POSITION DESCRIPTION
2008-2009**

General Job Description

The Townhouse Manager is a full-time undergraduate student who serves as an integral member of the Office of Residence Life team in managing the day-to-day operations of the University's townhouses and apartments. Supervision is provided by the Area Coordinator of the townhouses, but the Townhouse Manager will need to collaborate with many Residence Life staff members, including the Associate Director of Residence Life, Director of Housing Operations, and the Deputy Dean of Students/Director of Residence Life. Responsibilities of the Townhouse Manager include developing relationships with the students residing in their assigned units, conducting regular inspections of their units, participating in a rotating duty schedule and assisting in the implementation of developmental programming in the townhouse area. The Townhouse Manager position is a 9-month appointment, beginning approximately one week prior to the opening of the academic year and ending after graduation.

Qualifications

Townhouse Managers must have junior or senior status, carry a full-time academic load and be in good standing with the University. Townhouse Managers should demonstrate strong leadership, organizational and management skills. Prior Residence Life experience is not necessary.

Compensation

Townhouse Managers will be compensated with a stipend of a minimum of \$2,000.00, paid on a graduated basis, and if selected for the position, will be assigned residence in a townhouse unit before the fall assignment process.

Time Commitment

The Townhouse Manager position is considered to be equivalent to a half to quarter-time Resident Assistant position. Townhouse Managers should anticipate committing approximately 5-10 hours a week to the position.

Specific Duties and Responsibilities

The following is a summary of the responsibilities of the Townhouse Manager. However, the below is not meant to be an exhaustive list of tasks and it is expected that the Townhouse Manager complete other duties as assigned by his/her Area Coordinator or by the Office of Residence Life.

Attends and participates in all required training programs and meetings

1. Attends and participates in all Townhouse Manager trainings, including spring, summer and winter trainings
2. Attends and participates in in-service trainings coordinated by the Office of Residence Life

3. Attends and participates in all weekly meetings of the Townhouse Manager staff and bi-weekly one-to-one supervision meetings with the Area Coordinator

Assists with daily operations of his/her assigned units

1. Conducts weekly visual inspections of the exterior of assigned units
2. Conducts monthly interior inspections of assigned units
3. Participates in the opening and closing of the Townhouses, including completing Townhouse Inspection Forms and participating in a rotation for key distribution/collection
4. Participates in a duty rotation on Thursday, Friday and Saturdays nights to provide on-call coverage in the townhouses, confronting and documenting any violations of University policies
5. Handles the master key for the Townhouses appropriately and professionally, using it only for lockouts and emergency situations
6. Assists students in understanding maintenance procedures in the Townhouses
7. Serves as a resource and mediator for conflicts among house mates
8. Provides advising to students, with the limits of training and ability, and is able to make referrals to other University administrators or departments as needed

Assists in development of upper-class residential community on campus

1. Develops positive relationships with townhouse residents through regular visits to assigned units
2. Ensures that an academic environment is maintained in the townhouse areas by addressing issues of noise and damage
3. Informs residents of University events and announcements through email, voicemail and flyers
4. Supports and attends events sponsored by IRHA and the townhouse RCC

Assists in coordination and implementation of developmental programming

1. Implements the Taking the Alcohol Policies Seriously (TAPS) programs for assigned units
2. Works collaboratively with the Area Coordinator to plan and implement programming opportunities for the Townhouse residents focusing specifically on life skills development

Assists with Office of Residence Life initiatives

1. Promotes the mission of the Office of Residence Life and Fairfield University in the townhouses
2. Participates in the selection process for various departmental positions, including both professional and student staff
3. Assists as needed during the housing lottery process

Other duties as assigned

1. Complies with the directives and all other tasks delegated by the Area Coordinator and/or the Office of Residence Life