

RESIDENT MANAGER'S RESPONSIBILITIES AND REQUIREMENTS

For the remuneration as agreed upon below, all Morris Conference Center Managers shall:

- Represent the center and the college in a positive and professional manner.
- Attend all training sessions and have a working knowledge of the center.
- Be responsible for the center's operation including security and physical condition.
- Carry out all emergency/safety procedures and handle problems in a rational manner.
- Assist in the training of new student staff members.
- Report to and meet with the Director or designated supervisors as needed.
- Schedule secondary jobs appropriately – they may not conflict with duties here.
- Adhere to college policies as stated in the SUNY Oneonta Handbook and in the Residence Hall License Agreement – understand that a violation of any of these policies may result in immediate probation and possible termination.
- Perform conference preparation as needed and managerial functions including office coverage and overnight duty on a rotational basis. Office hours range from 4:30pm to approximately 10:30pm Sunday through Thursday requiring each manager to work approximately every seventh day. Overnight coverage and weekend duty is done by simple rotation, ensuring equal responsibilities for lock up. Submit a closing report each night on duty.
- On weekdays, share desk hours with other staff members between 8am-4:30pm. Approximately 2-4 hours per week each. Any hours above this will be paid at an hourly rate of approximately \$10/hr.
- Manage the operations of office and conference facilities in the absence of professional staff.
- Adhere to procedures and rules regarding office etiquette, dress, and use of equipment.
- Perform desk tasks and duties as scheduled.
- Inspect all facilities to ensure a tidy appearance; report any necessary repairs.
- Conduct as needed, inventory of supplies, keys, etc.
- Be responsible when necessary, for the preparation of a meeting room setup or cleanup.
- Serve as reference person for walk-ins, conference visitors, and callers.
- Perform check-in and check-out duties: keys, paperwork, fee collection, room inspections.
- Respond appropriately to needs and concerns of visitors and lodgers.
- Inspect and secure the complex at nightly closing, per duty schedule.
- Communicate regularly with staff; submit reports and necessary follow-up.
- Learn and understand how to use EMS at the desk.
- Help with campus events that fall under the umbrella of the Director.

The center does not close during breaks. Meetings and business continue, and guests are in residence. Morris managers keep their normal duty schedule during breaks unless students in residence halls are required to leave campus. A special schedule is arranged if long-term lodgers will be staying. Managers may enter a lottery to work all or part of the time for an hourly rate. Duty hours on weekdays are 4:30pm to 8:00am the next day. Duty on weekends (24hrs) is shared equally.

LIVING AT THE MORRIS CONFERENCE CENTER

Mail:

All mail should be sent to you: c/o Morris Conference Center, SUNY Oneonta, Oneonta, NY 13820.

Phone:

- Your remuneration includes a phone line with voice mail and call waiting, TV/Video/Computer hookup (but no cable wire).
- You must provide your own phone. When on duty, you should be using the duty cell phone 643-6262.

Safety Requirements and College Regulations:

Managers are required to read and follow the residence hall license guidelines, summarized in the Residence Hall License Agreement. Managers must also comply with the terms and conditions as stated in the Student Handbook.

Your Room and Guidelines:

- Each room is equipped with a desk, chair, floor lamp, two night stands with lamps, double bed, window blinds.
- You must provide your own sheets, pillows, blankets, mattress pads, spreads, towels, carpet.
- You are responsible for proper maintenance and care of all college property.
- Unusual damages will result in charges to you.
- No one else is to take up residence in your room.
- Overnight guests are permitted on a reasonable basis but not to exceed two consecutive nights. Managers are not to distribute keys, access cards or parking permits to their guests.
- Parties, alcohol and smoking are prohibited everywhere within the complex.
- Commercial business or sales/solicitations are not to be conducted from the residence or anywhere in the complex.
- Residents and their guests may not disturb the comfort, safety, quiet or quality of life for the others within the complex.

Common Area such as the corridor must be kept clear of personal items.

Keys:

You may not give your keys to anyone. Lost keys must be reported immediately. Violations may result in immediate termination. You are liable for replacement costs as stated in the college key policy.

AT YOUR APPOINTMENT, this document should not be construed to imply binding assurance of employment, as this appointment and subsequent employment is subject to periodic performance evaluations. Failure to meet job responsibilities and communal living expectations will result in termination. Managers will forfeit their appointment if their GPA drops to less than 2.5. If a manager ceases to be a student for any reason including a leave of absence, study abroad or illness, she/he will have canceled his/her agreement. She/he forfeits the on-campus residence and must vacate the building and surrender keys in seven days or less. **Shift schedules will be absorbed by remaining managers until a replacement manager arrives.**

WHILE IN RESIDENCE:

Life-style actions that interfere with or diminish the quality of life for others will not be tolerated. Unacceptable behavior and failure to respect the quiet and privacy rights of others will result in termination. Terminated managers, for whatever reason they are terminated, will be given up to three days to find alternative housing, and will immediately surrender all privileges and building keys, with the exception of their room and corridor keys until they vacate. If allowed to continue in residence beyond the three days, anywhere within the complex, the student will pay SUNY Oneonta the value of the room fees, prorated, per the current dormitory authority rates.

Remuneration per semester:

Single occupancy in a double size room plus TV/Video/Computer hookup for academic year.
A \$250 stipend per semester paid in two equal increments (October/December) & (March/May).

The undersigned agrees to adhere to the responsibilities of, and to meet the expectations for, a Resident Manager position and understands that the management of the Morris Conference Center reserves the right to alter these responsibilities at any time if the need should arise. A standard Residential Housing License as well as the "Quiet Dorm" agreement must be signed.

Appointment begins August 30, 2015 and ends on May 14, 2016.

Reappointments are pending GPA requirements, satisfactory performance and compliance with agreement.

Resident Manager _____ date

Director, Morris Conference Center _____ date

AUG. 2015