Residential Life Summer Positions
Announcement

The Resident Manager (RM) is responsible for assisting the Office of Residential Life with the on-site supervision of summer housing operations. The Resident Manager will be supervised by the Associate Director of Residential Life for support and direction, but will be responsible for working directly with summer housing students and groups hosting their summer conferences and activities at Colgate University. The Resident Manager will coordinate all aspects of check-in/out, key management, furniture inventory, administrative duties assigned, and aide partnering summer programs with residential operations. The Resident Manager position is a full-time summer position.

- Co-Facilitate the weekly staff meeting with the Summer Resident Advisors and Technology RA.
- Participate in 1:1 Meetings with the Residential Life Staff working with Summer Housing
- Responsible for assisting with the opening and closing of summer housing operations
- Responsible for holding office hours per week to follow up on administrative tasks.
- Coordinate with the RAs facility issues and concerns and placing work orders
- Keep the Office of Residential Life aware of issues or concerns within the community related to residents and facilities
- Responsible for documenting all work orders, facility damages, and rekeys for the Office of Residence Life following the check out of a Summer Conference Program.
- Completing administrative assignments as coordinated by the Office of Residential Life
- Other projects as assigned by the Office of Residential Life

The Technology Resident Advisor (TRA) is a great opportunity for any student interested in assisting the Office of Residential Life with advancing our technology and marketing initiatives through website design, online interactive communications, staff development and resources using Moodle, and thinking creatively on ways to advance our publications and advertising. The Technology RA will be supervised by the Associate Director of Residential Marketing and Technology within the Office of Residential Life. The Technology RA is also responsible for assisting the Summer Housing Resident Manager and Resident Advisors with providing residential support and direction for summer residential facilities to which they would be assigned. The Technology RA is a full time summer position.

The Resident Advisor (RA) is responsible for assisting the Office of Residential Life with providing staff support for Summer residents in their assigned residential facility. The Summer RA is responsible for the day to day residential operations and working with the Resident Manager to fulfill their duties of responsibilities. The Summer RA is responsible for the opening and closing of their residential facility. Supervision will be provided by the Resident Manager and the Associate Director of Residential Life.

Summer Staff (RA and TRA) responsibilities include but are not limited to the following:

- Check-in/out students at the start and end of the housing period
- Participate in on-call duty rotation
- Assist with Summer programs and conferences area support.
- Coordinate with the residents to maintain a clean and sanitary residential facility.
- Assist students with facility issues and concerns and placing work orders
- Report and document any facilities related damages to the Resident Manager.
- Keep the Office of Residential Life aware of issues or concerns within the community related to residents and facilities
- Completing administrative assignments as coordinated by the Office of Residential Life
- Other projects as assigned by the Office of Residential Life.
SUMMER RESIDENT ADVISOR APPLICATION
APPLICATIONS ARE DUE MARCH 12TH, 2010

Directions:
1. Please submit an application and a letter of interest to the Office of Residential Life by March 12th.
2. Schedule an interview with Rick McClendon on March 25th and 26th.
3. Notification of Summer positions will be announced on March 26th.
4. Acceptance of Summer positions must be received by March 31st via email to the Office of Residential Life.

Compensation: Housing paid by the Office of Residence Life, which is equivalent to $1,000.

Name: __________________________ Colgate ID: _______________
Current Room Assignment:__________ CU Box #: ________________
Phone number: ____________________ Email: ___________________
Dates available this summer: ___________________________________
Have you been an RA/CC/AM before: Yes ☐ No ☐ Where: _____________

What will you be doing on-campus during the summer (Check all that apply):
☐ Research
☐ On-campus office employment: What office? _______________________
☐ International student

Is there any other information you would like us to know about you?
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

If you have any questions please contact the Office of Residential Life at 315-228-7367 or email Rick McClendon, rmclendon@colgate.edu
SUMMER TECHNOLOGY RESIDENT ADVISOR APPLICATION

Directions:
1. Please submit an application and a letter of interest to the Office of Residential Life by March 12th
2. Schedule an interview with Rick McClendon on March 25th and 26th
3. Notification of Summer positions will be announced on March 26th
4. Acceptance of Summer positions must be received by March 31st via email to the Office of Residential Life.

Compensation:
Housing provided by the Office of Residential Life which is equivalent to $1,000 and a stipend between $1,250-$2,250 stipend for the summer.

Name: __________________________ Colgate ID: _______________
Current Room Assignment: __________ CU Box #: _______________
Phone number: _____________________ Email: ___________________
Dates available this summer: _____________________________________
Have you been an RA/CC/AM before: Yes ☐ No ☐ Where: ______________

What will you be doing on-campus during the summer (Check all that apply):
☐ Research

☐ On-campus office employment: What office? _______________________

☐ International student

What experience do you have with marketing and technology (i.e. Website design, publicity, advertising, HTML, Microsoft, Moodle, etc)
___________________________________________________________
___________________________________________________________
___________________________________________________________

Is there any other information you would like us to know about you?
____________________________________________________________
____________________________________________________________
____________________________________________________________

If you have any questions please contact the Office of Residential Life at 315-228-7367 or email Rick S. McClendon (rmcclendon@colgate.edu)
SUMMER RESIDENT MANAGER APPLICATION
APPLICATIONS ARE DUE MARCH 12TH, 2010

Directions:
1. Please submit an application and a letter of interest to the Office of Residential Life by March 12th
2. Schedule an interview with Rick McClendon on March 25th and 26th
3. Notification of Summer positions will be announced on March 26th
4. Acceptance of Summer positions must be received by March 31st via email to the Office of Residential Life.

Compensation:
Housing provided by the Office of Residential Life which is equivalent to $1,000 and a $2,250 stipend for the summer.

Name: __________________________ Colgate ID: _______________
Current Room Assignment:__________ CU Box #: ________________
Phone number: ____________________ Email: ___________________
Dates available this summer: ____________________________________
Have you been an RA/CC/AM before: Yes ☐  No ☐  Where: ______________

What will you be doing on-campus during the summer (Check all that apply):
☐ Research

☐ On-campus office employment: What office? _______________________

☐ International student

Is there any other information you would like us to know about you?
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

If you have any questions please contact the Office of Residential Life at 315-228-7367 or email Rick McClendon (rmcclendon@colgate.edu)