**Night Manager Qualifications and Remuneration**

**2015-2016**

**Night Manager Mission:** As an integral part and representative of UMD Housing and Residence Life, the Night Managers seek to maintain a safe and secure living environment from the hours of midnight to 8:00 am. NM seek to maintain residents' safety through consistent enforcement of University and Housing policies, as well as accurately responding to and reporting any emergencies and safety concerns.

**Qualifications:** To be qualified for this position, Night Manager Applicants must have a cumulative GPA of 2.00 or higher and at least 13 semester credits by the first day of employment. Applicants are to read the materials provided in the application packet. They are to provide honest, accurate information in their application. Applicants who are offered positions must pass university-sponsored background checks.

**Training:** Night Managers are required to attend/paid training sessions.

- Spring 2015 – April 25, 2015 - Spring Semester training will be arranged around class schedules
- Fall 2015 - August 18 - 21, 2015. **Night Managers must attend training** in order to maintain their positions. Work for the 2015-2016 academic years will officially begin on or after August 21, 2015.

**Shifts:** Night Managers typically have one to two regularly scheduled 4-hour shifts (either 12:00 am to 4:00 am or 4:00 am to 8:00 am) Monday through Friday plus one to two weekends per month.

**Benefits and Compensation:** Base pay is $9.00/hr. Pay increases are given to yearly returning staff for proven performance in the position. Benefits include the opportunity to develop a variety of skills while working with a dynamic team of Housing and Residence Life staff. This experience provides excellent preparation for future leadership positions.

**Student Employees Rights:** For a detailed listing of Student Employee Rights and Policies visit:
http://www.d.umn.edu/umdhr/studentjobs/

**Student Employment Handbook:** The Student Employment Handbook is made available to all student employees of the University at:
http://www.d.umn.edu/umdhr/studentjobs/Students/studenthandbook.html
In support of the missions of Housing & Residence Life and the University and to foster an environment conducive to the education and development of students, Night Managers fulfill the duties listed below:

1. **Rounds:** In pairs or on own, walk the hallways and other common areas of university residences. Rounds are continuous from Midnight to 8:00am; barring emergencies and other unique circumstances, 4-5 sets of rounds are completed in that period.

2. **Behavioral Intervention:** Address situations in which a person’s behavior may be: in violation of a Housing & Residence Life, University, and/or civil policy; having a negative effect on the community; and/or be detrimental to themselves and/or others. Night Managers involve University Police and Resident Advisors when appropriate.

3. **Trespass Prevention:** On rounds from Midnight to 8:00am, ensure that outside doors are locked and latched and that windows in common areas are locked. The complexes are open only to residents of the complex, their guests, and authorized University Officials during this period.

4. **Facility Inspection:** Document and respond to facilities concerns observed during rounds that may be deleterious to the environment. When facility emergencies are noted, staff members also notify the appropriate University Officials.

5. **Documentation:** Utilizing the tools provided record rounds of the university’s residences, behavioral interventions, maintenance /custodial issues, and other situations that warrant concern.

6. **Building Access:** Between 6:55am to 7:35am, unlock designated outside doors to permit building access.

7. **Crisis Management:** Implement established procedures/protocols to appropriately address crisis situations when they arise.

8. **Safety Promotion:** Work with the team to create materials and campaigns to foster safety awareness and informed, proactive behavior on the part of students.

9. **Other duties as assigned:** Fulfill requests made by University Officials that are within the scope and spirit of the position description.

10. **Training/Team meetings:** Night Managers are required to attend/paid training sessions.
    - Spring 2015 – April 25, 2015 - Spring Semester training will be arranged around class schedules
    - Fall 2015 - August 18 – 21, 2015. Night Managers must attend all of training in order to maintain their positions. Work for the 2015-2016 academic year will officially begin on or after August 21, 2015.

11. **University Breaks and Recess:** Night Managers are to work collaboratively to ensure that shifts during November Recess, Spring Break and May Closing are scheduled and fully staff. Night Managers must work a minimum of 10 shifts over Semester Break.

Housing and Residence Life Night Managers are familiar with the resources and physical layout of campus. They employ interpersonal skills, understanding of human behavior, and sound judgment in fulfilling the responsibilities of the position. The duties listed above are carried out within the guidelines provided in training and in the Night Manager Manual and in consultation with the professional staff members of Housing & Residence Life.