

WILBERFORCE UNIVERSITY



Job Posting

Posting Date: October 21, 2011

Closing Date: Open Until Filled

Residence Life Monitors (Part-time)

POSITION DESCRIPTION: Wilberforce University is seeking three (4) part-time Residence Life Monitors (RLM), reporting to the Director of Residence Life through the Resident Directors. The major objective of the Residence Life Monitor is to ensure the safety of residents and guests.

OVERALL RESPONSIBILITIES: Responsibilities include admitting residents and legitimate guests in accordance with established resident hall policies; conducting a walk-through of residence halls during high volume periods; securing dormitories at prescribed times and clearing the area of unauthorized persons. The RLM works at the front desk and checks the entrance doors of the residence halls to ensure safety of the residents and security of the halls; contacts the appropriate person in case of an emergency or problem; notifies Student Affairs, the Resident Director, and the Director of Residence Life, by completing comment sheets and by direct contact, of unusual incidents or behavior patterns which may be significant to the resident's welfare, and of any violation of policies and/or procedures.

The RLM is familiar with the Wilberforce University Student Handbook, the Resident Hall Book, the Visitation Policy, and the responsibilities of the Resident Assistant on duty. The RLM has a working relationship with the Residence Life, Student Affairs and Campus Police Staff, attends all meetings and training sessions, and provides appropriate assistance to students and staff.

REQUIREMENTS & QUALIFICATION: High school graduate or equivalent. Must be able to work nights, weekends and holidays. Must be flexible to work any shift. Must adhere to a uniformed dress code of white shirt (with collar) blue or black slacks and nametag (only the nametag will be provided by the University). This position works when school is in session during each academic semester.

APPLICATION: The application review will continue until the position is filled. Apply online at www.wilberforce.edu and click jobs@wu. When applying, attach a cover letter summarizing your accomplishments, resume, and (3) three professional references.

THE UNIVERSITY: Founded in 1856, Wilberforce University is America's first private, coeducational University established to educate men and women of African descent; and is closely affiliated with the African Methodist Episcopal Church. Today, Wilberforce is a well respected private, residential liberal arts university with a clear mission, core values and vision for the future and is a noted pioneer in the Co-operative Education Movement.

Wilberforce awards the Bachelor of Arts and Bachelor of Science degrees in the areas of business, engineering and computing science, humanities, natural sciences, and social sciences; as well as the Master of Rehabilitation Counseling degree. The University is located in Wilberforce, Ohio, a community readily accessible to the Dayton, Cincinnati and Columbus metropolitan centers' social, professional and cultural amenities and airports.

Wilberforce University is an Equal Opportunity Employer

