

Southern Scholarship Foundation

House Manager Application



The House Manager (HM) position with the Southern Scholarship Foundation is a live-in position with 6-29 residents. The HM works under the supervision and direction of their Director of Student Affairs. Within their house, the HM is responsible for promoting a community environment, which is conducive to the personal growth and development of all residents.

The HM is the focal point for the day to day operations of the house. They are at one time: student, employee, friend, and disciplinarian. This diversity of roles and responsibilities is challenging and calls on the HM to hone organizational and interpersonal skills. The position of HM provides an opportunity to maximize self-development, maturity, fiscal responsibility, and confidence during the college years.

DESCRIPTION OF DUTIES

Community Development

- Get to know each resident in the house. It is extremely important to become well-acquainted with residents during the first month of each semester.
- Clearly convey to residents your role and responsibilities.
- Enhance and maintain a sense of shared community in the house by offering social and other opportunities for residents to interact.

Programming

- Attend SSF wide and house functions, missing only when they interfere with classes.
- Promote & attend SSF programs/events as you would workplace program/events.
- Encourage resident participation in SSF functions.
- Encourage and support resident leadership within the house and Foundation.

Assisting Residents

- Be available to residents for guidance with personal concerns and problems.
- Act as a communication link between residents and the Foundation and communicate any concerns in a timely manner.
- Serve as a model of responsible behavior.
- Maintain confidentiality, when appropriate, relating to resident issues.
- Assist in conflict resolution among residents.
- Assist individual residents in conducting themselves in a mature and disciplined manner.

Disciplinary

- Clearly comprehend and enforce the Resident Handbook and Student Code of Conduct, as well as, your House Constitution.
- Explain and support the rationale of SSF policies and regulations.
- Report and discuss violations of SSF rules and regulations by residents with the Director of Student Affairs.

Administrative

- Represent the “SSF Brand” at all times (including social media).
- Familiarize yourself with the physical layout of the house and conduct a physical inventory prior to resident check-in.
- Perform check-in and check-out procedures.
- Conduct weekly/bi-weekly room checks to ensure housekeeping and maintenance.
- Determine responsibility for payment for all damages within house.
- Request maintenance services for house.
- Conduct weekly/bi-weekly meetings with officers and monthly meetings with residents to share information and address concerns.
- Complete administrative tasks and paperwork on a weekly basis according to deadlines.
- Attend all scheduled meetings, whether individual or group, deemed necessary by the office.
- Actively participate in recruitment, selection, and training of new HMs.
- Check the house books weekly to ensure residents are paying house bills, bills are being paid, and deposits are made in a timely manner.

NOTE: By signing the Treasurer Report the HM acknowledges the books were checked and are in proper order. If the HM signs the report and the books are found to be in disarray, the HM will be held accountable and may be dismissed from the position and/or the Foundation.

JOB REQUIREMENTS

- Report for work on the date specified by SSF, attend HM Training, and remain until the house officially closes each semester.
- Failure to comply will result in forfeiting your \$150 deposit. If you leave before the last resident checks out and you are planning on returning, your employment may be terminated. This qualifies as an improper check-out.
- If at any time the HM feels they can no longer perform the job adequately, they should talk with the Director of Student Affairs immediately.

JOB PERFORMANCE

- The residents of the house and the Director of Student Affairs will evaluate each HM every semester. Results of the evaluation may result in an HM Incentive (see Compensation and Benefits).
- If you have other paid employment, the following must be met:
 1. You must be available for your house; evenings are especially important.
 2. Outside employment must not interfere with the performance of required HM duties.
 3. Job performance must always be acceptable by SSF . Employment as an HM will be terminated if expectations are not met.
- Failure to comply with the responsibilities of the job will result in disciplinary action.

COMPENSATION AND BENEFITS

- You will have a private room.
- You will not pay a Food & Services Bill while an HM.
- HM Incentive - At the end of each semester, the DSA will review each HM’s job performance on a scale of 1 to 5 (1 being Poor, 5 being Excellent). This provides HMs an opportunity to receive a payment of up to \$120 based on the scale below:
 - HM’s scoring a 5 will receive \$120.
 - HM’s scoring a 4 will receive \$100.
 - HM’s scoring a 3 will receive \$80.
 - HM’s scoring below a 3 will not receive any amount.

EDUCATIONAL REQUIREMENTS

- You must be a full-time student (Fall & Spring).
- You must have a minimum GPA of 3.0 when hired, and at least a 3.0 for the semester prior to employment.
- A GPA below 3.0 will result in termination of employment.

ELIGIBILITY REQUIREMENTS

- Must not presently be on academic or conduct probation.
- Must have lived within SSF for a minimum of 2 semesters.
- Must have respect and appreciation for SSF. 😊

APPLICATION PROCESS

Complete the following application by the designated deadline with the following items:

1. A letter of recommendation from someone well acquainted with you and your work. Emphasis should be placed on character and qualifications for serving as a House Manager.
2. An HM Applicant Referral Form completed by your current House Manager.
3. An unofficial transcript from the University you currently attend demonstrating your current GPA.
4. Résumé
5. 3x5 color photograph of yourself (high-resolution/good quality)

Being a House Manager:

LAW & ORDER
SSF Unit

What my friends think I do...

hanging out

What my residents think I do...

What my parents think I do...

What I feel I do...

HOUSE MANAGER HEROES

What Barby & Teresa think I do...

MAKE A DIFFERENCE

What I really do.



House Manager Application

Full Name _____ Email _____

House _____ Cell Phone # _____

Major _____ Cum. GPA _____ School: _____

T-Shirt Size: _____ Preferred Form of Communication: _____

Current year in school:

Sophomore Junior Senior Graduate (Program? _____)

Please list all SSF offices you have held:

Have you ever been documented for a violation within SSF?

No Yes. Please explain and provide date.

Have you ever been arrested for or convicted of any law violation, which would constitute a felony or misdemeanor offense?

No Yes. Please explain and provide date.

Have you ever been charged with a violation of your University's Student Conduct Code?

No Yes. Please explain and provide date.

By signing below, I attest that all the information I have provided is true. I agree to allow SSF to verify all information, including my University conduct record.

Signature

Date

Please answer the following questions and attach in typed, essay form:

- What qualities do you possess that would make you an effective HM?
- How have you used the above qualities to succeed as a leader within your house?
- How would you describe your relationship with the SSF Office and DSA?
- What has been the most difficult house situation you have dealt with as a resident? What did you learn from the situation and what, if anything, would you have done differently?
- If there was one message you could share with others regarding your experience in the Foundation, what would it be?

Read the following case studies and answer the following questions and attach in typed, essay form.

Case #1: Your house has had a problem with community food as well as individuals' food disappearing from the kitchen. Accusations of who is stealing are flying, but there is no firm evidence against the person being accused. You know that the person being accused is in a dire financial state and has no funds to purchase personal food at all. You are near the point of having to close the kitchen which will detrimentally impact the individual being accused.

Questions: What are the issues to be considered? What steps will you as HM take to address the situation? How will you assist your house in moving on from this situation and creating a healthy living environment? How could this situation have been avoided?

Case #2: Over the past few weeks, your kitchen has not been quite clean enough. It is not a total mess, but people are constantly leaving dishes and crumbs on the counters. You have repeatedly spoken to your residents about the situation and have posted signs in the kitchen. You notice that the same two people are constantly cleaning up after you address the situation.

Questions: What steps will you as HM take to address the situation? How could this situation have been avoided? What steps will you put in place to handle the situation in the future?

HM Applicant Referral Form
To be completed by current HM

HM APPLICANT NAME _____

COMPLETED BY _____

Please complete each question regarding the HM applicant. Please include any additional comments below each question and/or at the end of the form.

1. Does the applicant exhibit a positive approach/attitude toward SSF policies? **Yes No Somewhat**

Comments:

2. How well do you feel the applicant will be able to enforce SSF policies? **Well Alright Not Well**

Comments:

3. In your opinion, will he/she be able to keep emotion & business separate when needed? **Yes No**

Comments:

4. Is the applicant organized & responsible at a level necessary to be an HM? **Yes No Somewhat**

Comments:

5. How does the applicant handle deadlines & due dates? **Well Alright Not Well**

Comments:

6. Does the applicant live cooperatively & respectfully with residents? **Yes No Somewhat**

Comments:

7. Does the applicant attend & participate in house functions? **Yes No**

Comments:

8. Does the applicant spend adequate time at the house to know residents well enough to help with personal and/or house issues? **Yes No Somewhat**

Comments:

9. Do you feel the applicant respects the officers in regard to their positions of leadership? **Yes No**

Comments:

10. Do you feel the applicant will adequately perform the duties that SSF expects? **Yes No**

Comments:

11. Overall evaluation of the applicant. **Excellent Good Needs Improvement Poor**

Comments:

12. Would you recommend the applicant be hired? **Yes No Maybe**

Comments:

(Please use the back for any further thoughts or comments.)