



Plymouth State UNIVERSITY

Department of Residential Life and Dining Services
Plymouth, New Hampshire

LANGDON WOODS MANAGER

Position Description

GENERAL DESCRIPTION

Support the philosophy of Plymouth State University and the Department of Residential Life in the daily responsibilities of the Langdon Woods Manager position and strive to enhance the mission of the University and the Department of Residential Life.

The Langdon Woods Manager is responsible for the overall operation and management of the 347-bed Langdon Woods Complex, a hotel/suite style residence hall. The Langdon Woods Manager is the primary Judicial Officer for the Langdon Woods Complex.

POSITION DUTIES AND RESPONSIBILITIES

A) Student Involvement

- a. Establish and maintain positive relationships with students living in the Langdon Woods complex through personal contacts, meetings, and discussions.
- b. Responsible for promoting a positive, active community within the Langdon Woods complex to enhance the development of students.
- c. Maintain active involvement in the programs of the Langdon Woods complex and Plymouth State University.
- d. Act as primary Judicial Officer of the Langdon Woods complex. Responsible for interpreting university policy and adjudicating policy violations. Monitor judicial trends in the Langdon Woods complex.

B) Administrative

- a. Responsible for the maintenance of all appropriate judicial, programming and management records for the Langdon Woods complex.
- b. Responsible for assisting the Associate Director of Residential North with room assignments and directly responsible for approving all room change requests within the Langdon Woods complex.
- c. Serve as liaison to Department of Physical Plant concerning matters of maintenance within the Langdon woods complex: perform routine maintenance inspections of the Langdon Woods complex, issue work orders, and insure a well maintained living environment for our students.
- d. Maintain health and safety standards by performing periodic inspections of students' rooms and general areas.
- e. Responsible for the issuance and control of apartment keys.
- f. Oversee the student payroll and related issues within the Langdon Woods complex.
- g. Assist in the facilitation of the residence hall room selection process.
- h. Assist Associate Director of Residential Life North with development and oversight of repair and renovation schedule for all Residential North facilities.
- i. Maintain detailed inventories of each student room and all public areas.
- j. Coordinate detailed damage billing of all student rooms.
- k. Other administrative tasks as deemed necessary by supervisors.

C) Program Development

- a. Responsible for encouraging a living atmosphere conducive to personal and academic growth for our students.
- b. Participate in New Student Orientation.
- c. Responsible for the coordination of the Langdon Woods complex programs focusing on the student culturally, intellectually, physically, emotionally and spiritually.

- d. Responsible for the coordination of and participation in Residential Life and University committees that fulfill the goals and the mission of the department and University.

D) Counseling

- a. Provide personal and academic advisement to students.
- b. Provide mediation for residents of the Langdon Woods complex.
- c. Perform crisis counseling and crisis response when necessary.
- d. Act as a referral agent to professional counseling staff when appropriate.
- e. Follow up with any counseling related issues in a timely fashion.

E) Personal

- a. Participate in professional/personal development opportunities both on and off campus.
- b. Reside in the Langdon Woods complex.

F) Budget

- a. Responsible for determining the budgetary priorities for program development and assist in determining priorities for facilities enhancement.
- b. Responsible for the Langdon Woods complex account as well as damage fee assessments.
- c. Active involvement in working with students and staff to utilize funds as efficiently and effectively as possible.

G) Liaison

- a. Act as official host of the University in the university apartments and on campus for parents, prospective students and guests.
- b. Provide input for campus committees involved with the Department of Residential Life.
- c. Promote and maintain positive relationships with University Police, Office of Judicial Programs and other University departments.
- d. Act as a judicial resource for Residence Directors.
- e. Serve as a member of the Residential Life on-call duty rotation.

H) Management

- a. Responsible for the general selection, training and on-going supervision of one Assistant Residence Director and six Community Advisors.
- b. Responsible for the opening and closing of the university apartments in conjunction with the academic year and all non-academic periods.
- c. Manage Greek organization apartments.
- d. Other duties as assigned by the Director of Residential Life.

I) Special Programs and Assignments

- a. Assist the University with extensive summer as well as off season events, programs, conferences and activities that will take place within the Langdon Woods complex.
- b. Manage all aspects of the Langdon Woods complex in-house fitness facility.
- c. Participate in any future expansion of the Langdon Woods complex.

SUPERVISION RECEIVED

The Langdon Woods Manager receives direct supervision from the Associate Director for Residential North. Also, in specific areas, functional supervision from the Director, Assistant Director, the Central Office staff, the Coordinator of Judicial Programs, the Dean of Students, and the Vice President of Student Affairs.

SUPERVISION EXERCISED

The Langdon Woods Manager provides supervision for one undergraduate Assistant Residence Director and up to seven Community Advisors. In addition, supervision of student staff in relation to committee work, summer projects, and student assistants/desk staff, as necessary.

QUALIFICATIONS

Masters degree and minimum of three years fulltime professional residential life experience OR Bachelor's degree and minimum of five years professional residential life experience and additional equivalent experience related to the position that can be clearly defined/expressed. Experience managing judicial systems and supervisory experience as well as exemplary organizational and interpersonal skills with a commitment to diversity and staff development.