

Responsibilities of the Head Desk Manager

1. Head Desk Managers are to arrive on campus when notified by the Office of Residence Life and attend all scheduled training sessions.
2. Head Desk Managers must maintain their work schedule through semester breaks and through commencement, as necessary.
3. Head Desk Managers may not hold a major elected office in the residence hall without prior approval of the HR/RD.
4. The Head Desk Manager is responsible for the organization and administration of Desk Aide operations which includes:
 - A. Training and supervising Residential Desk Aides (first-year buildings)
 - B. Training and supervising Staff Desk Aides
 - C. Holding weekly meetings with Staff Desk Aides
 - D. Arranging the weekly work schedule
 - E. Maintaining Desk Aide Time Sheets
 - F. Completing Desk Aide evaluations
 - G. Maintaining and organizing all desk supplies
 - H. Documenting visitation violations
 - I. Reporting incidents in which Desk Aides failed to sit for scheduled duty to the HR/RD and completing the appropriate documentation
 - J. Meeting weekly with the HR/RD.
5. The Head Desk Manager will promote a sense of community and team by:
 - A. Planning and conducting at least one social activity per semester for Desk Aides
 - B. Developing positive working relationships with other residential staff.
6. The Head Desk Manager will complete other duties as assigned by the HR/RD, or AD.