



**ASSISTANT RESIDENCE HALL MANAGER
INTERNAL JOB ANNOUNCEMENT ONLY
3 POSITIONS AVAILABLE**

JOB DUTIES AND RESPONSIBILITIES:

1. Assist Residence Hall Manager with the hiring of Residence Hall Student Staff for the hall and provide supervision and training.
2. Assist Residence Hall Manager in room assignment and supervise check in and out procedures for Wunsch, Conley, and South Site.
3. Responsible for making sure that Residence Halls are secure at the end of each semester and during holiday periods.
4. Assist Residence Hall Manager with the supervision of all residence hall facilities to ensure safety, conducive for studying and behavior of students is appropriate.
5. Notify appropriate and complete required Incident / Situation Reports when medical needs occur because of an accident or illness.
6. Support housing students by referring them to the appropriate external and internal agencies on campus for educational assistance, social & cultural growth.
7. Notify and assist Residence Hall Manager and / or campus security (appropriate law agency) when campus regulations are violated.
8. Assist in disciplinary issues as required
9. Inspect Wunsch, Conley, and South Site premises frequently and log trips with findings. All areas are to be clean and free from vandalism. Assist the Student Staff by making contact with students when violations occur.
10. Post a minimum of ten (10) office hours each week which will include mailroom coverage.
11. Sort and distribute campus and residence hall mail and sort and log student packages.
12. Plan, set-up and facilitate activities sponsored by the Residence Hall Student Association.
13. Assist with events on campus as it requested by the Residence Hall Manager.
14. Provide specified weekend and weekday coverage when a mutually agreeable schedule is presented by the Residence Hall Manager.
15. Plan, coordinate, and execute a set number of Intramural Sport activities as determined by the Residence Hall Manager.
16. Other duties as assigned by the Residence Hall Manager.

MINIMUM QUALIFICATIONS:

- Associate degree

PREFERRED QUALIFICATIONS:

- Bachelor's Degree
- Supervisory experience
- Previous residence life experience
- Demonstrated commitment to academic success
- Commitment to diversity and social justice
- Student conduct experience

- Crisis management experience

COMPENSATION:

\$7,500 per year

APPLICATION INSTRUCTIONS:

For consideration, an applicant file must contain:

1. A letter of interest addressing minimum and preferred qualifications as related to the job duties

Please submit the application file to:

Kelsey Barbee
Director of Human Resources
Otero College
via email at kelsey.barbee@otero.edu
719 384-6824

Application Deadline: Open Until Filled – 1st review of applications will begin August 15, 2025