



Residential Life Resource Manager

Position Description 2023-2024

Overview

Resource Managers are integral to the operation of state buildings overseen by the Office of Residential Life at Binghamton University. Resource Managers work closely with the Office of Residential Life, various faculty, staff, and students to maintain and organize spaces so they are conducive to learning, activities and events. Additionally, it is the responsibility of resource manager staff to act as leaders and role models within our campus community. Resource Managers are expected to abide by all University rules and regulations as well as use their position to uphold positive community values.

State buildings are multi-use facilities often home to dining operations, study rooms/lounges, office space, computer labs, classrooms, and student government meeting areas. Appalachian Collegiate Center (APP), Hinman Dining Center (HDC), Nelson A. Rockefeller Collegiate Center (NAR), Hillside Commons, Iroquois Commons, and Chenango-Champlain Collegiate Center (C4) are all state buildings at Binghamton University.

Job Description

The Resource Manager's core responsibilities are listed below. Responsibilities may look slightly different depending on the work site location. Work site location will be determined by hiring managers at the time in which a job offer is made.

General:

- Assist in the operational oversight of 1-3 state buildings during a given shift
- Remain attentive and responsive while working to serve as a resource and referral agent
- Conduct walkthroughs of an assigned area to check fire safety equipment, remove outdated flyers/posters, and report any facilities issues to the appropriate entity
- Attend and participate in mandatory monthly staff meetings (Sunday evenings) and occasional training sessions
- Report policy violations and criminal activity to University Police Department and supervisor(s)
- Observe & adhere to a room/equipment reservation schedule
- Move, arrange and organize furniture for events, meetings and classes
- Set up and serve as a resource for audio/visual and educational equipment
- Serve as an on-site aid for events, meetings and classes
- Manage printing operations which includes paper/ink replacement and issue reporting
- Keep collaborative learning space organized and functional
- Assist tutors in directing their students to the appropriate tutoring sessions when necessary

Application Requirements

- Full-time undergraduate or graduate enrollment at Binghamton University
- Cumulative GPA of 2.5 or higher preferred
- Availability that includes weekdays, nights, and weekends
- Proficiency working with Google Docs, Google Drive, and Google Calendar
- On-campus residency preferred
- Previous customer service experience preferred
- Comfortable with moving tables/chairs (up to 50 lbs.)
- Comfortable with walking to and from state buildings during assigned shifts

Compensation & Term of Employment

- Hourly Pay: \$15.00
- This position is for one academic year with the opportunity for reappointment following a performance evaluation.

If you anticipate a need for disability related accommodations or auxiliary aids to attend or participate, please contact reslifejobs@binghamton.edu. We ask that you provide us at least 3-5 days of advanced notice regarding your equal access needs.

Binghamton University is an affirmative action/equal opportunity employer.

Binghamton University Residential Life is committed to excellence in diversity and the creation of an inclusive learning and working environment. We encourage applicants of marginalized backgrounds to apply to this position. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, age, ability status, veteran status, or any other protected characteristics applicable by law.