



## Campus Living Position Description & Agreement

# Residential Experience Manager

### 2024–2025 Academic Year

#### POSITION SUMMARY

The Residential Experience Manager (REM) role is a live-in student leadership position, averaging 19 hours per week, within the Office of Campus Living (CL) at Lewis & Clark College (LC). Working under the direct supervision of a Campus Living professional staff member or Graduate Assistant (GA), REMs provide role modeling, mentorship, and peer support for Resident Advisors (RAs) within their assigned community. The REM also plays a key role in supporting Living Learning Community (LLC) program development and all programming initiatives in their assigned residential community.

Through intentional interactions with RAs, residents, and campus partners, REMs reinforce Campus Livings four [foundations](#):

- Purpose
- Relationships
- Social Justice, Diversity, Equity, and Inclusion, and
- Wellness

#### ELIGIBILITY REQUIREMENTS

##### Academic

- REMs must complete at least 12 semester credits each semester that they are in the REM role unless otherwise advised by an Academic Advisor
- REMs must maintain a cumulative and semester GPA of 2.5 or higher

##### Schedule

- REMs must be available for all dates and times listed at the end of this document.

##### Experience

- REMs will have previously served as a Resident Advisor, for at least one semester (or two quarters), on a college or university campus
- REMs will have demonstrated interest in, and advanced skills related to, developing and facilitating residential community programming efforts, especially related to LLCs

## **DUTIES AND RESPONSIBILITIES**

### **COMMUNITY DEVELOPMENT**

The REM is expected to facilitate the development of healthy, inclusive, and welcoming communities by

- making an effort to get to know each RA in the assigned community through intentional interactions and regular 1:1s
- providing ongoing coaching and mentorship to RAs on programming and resident interactions
- promoting inclusivity by modeling respect for diverse perspectives, identities, and lived experiences
- meeting all Community Development expectations as outlined by their supervisor and the Community Development Model.
- maintaining a presence in their assigned community by being visible in the community while completing REM responsibilities and sleeping in their own room a majority of nights in a week
- engaging in diversity, equity, and inclusion (DEI) training, learning, and reflection through individual, team, and departmental activities, meetings, and communications.
- supporting opportunities for direct resident involvement in programming, advocacy, and other community engagement efforts
- working collaboratively with other Campus Living staff to support large scale community development efforts.

### **LIVING LEARNING COMMUNITY COORDINATION**

REMs will provide leadership for Living Learning Community efforts by

- developing programming and collaborating with campus partners and RAs for assigned learning communities
- supporting the “in-house” and “out-of-house” LLC application process, and helping with advertising and marketing efforts to engage and enroll new LLC members through the year.
- managing and developing content for community and LLC specific social media accounts.
- taking lead on planning a large-scale signature event each semester for each assigned Living Learning Community in collaboration with LLC RAs and Campus Partners.
- facilitating one building-wide service opportunity per semester in partnership with the Center for Social Change and Community Involvement.
- meeting bi-weekly with RAs of assigned LLCs to provide coaching and support with their ongoing LLC programming efforts.
- meeting every other week with other REMs and the Campus Living GA to discuss LLC programming and collaboration opportunities.
- meeting regularly (as defined by the Area Coordinator) with campus partner(s) for assigned LLCs.

## **ACADEMIC SUCCESS**

REMs are expected to be academic role models and support the academic success of RAs and residents living within the residential communities by

- referring RAs and residents to LC student services such as advising, tutoring, faculty office hours, and the Office of Student Accessibility as needed
- role modeling behavior that contributes to academic success such as regularly attending class, completing homework assignments, and using academic resources when needed
- engaging RAs and residents in meaningful conversations about academic and career goals

## **COMMUNITY HEALTH & SAFETY**

REMs are expected to support the health and safety of residential communities by

- personally adhering to all Campus Living policies and state, local, and federal laws
- consistently and respectfully enforcing policies by politely interrupting disruptive behavior
- documenting all alleged policy violations and concerning behavior through the appropriate channel in a timely manner
- serving in an area wide on-call rotation if needed
- informing their supervisor if they are the subject of, or named in, any arrest, criminal charge or protection order after immediate issuance.
- following instructions given by direct and indirect supervisors, which may include any Campus Living professional staff and Campus Safety, during emergency situations.
- keeping Campus Living issued keys secured at all times; ensuring issued keys remain in the assigned residential area at all times; refraining from using issued keys or electronic card access to gain access to areas for any purpose other than legitimate REM business or transferring possession of issued keys or electronic card access without explicit authorization from a supervisor; and notifying a supervisor or the AD On-Call immediately if issued keys or electronic card access are lost, stolen or compromised in any manner.
- demonstrating awareness of identity, bias, power, and privilege dynamics through actions and statements when responding to situations in the capacity of the REM role
- submitting work orders in a timely manner when facilities issues are found or reported

## **TEAMWORK**

REMs are responsible for contributing to positive working relationships by

- cooperating with and supporting team members on CL projects and initiatives
- managing conflict in and across area teams in a healthy and constructive way
- respecting differences in perspectives and approaches
- establishing and maintaining positive working relationships with custodial, dining, administrative, facilities, maintenance and other CL and LC personnel
- positively represent CL with other students, staff, and guests

## **ADMINISTRATIVE & OPERATIONAL ASSISTANCE**

REMs are responsible for operational and administrative duties such as

- participating in required meetings, training and workshops
- assisting with central Campus Living initiatives such as student leader selection and placement and student leader training
- request permission before making arrangements to be away from their assigned community for more than 48 hours.
- managing all confidential information with great care and respect for resident privacy, abiding by the Family Educational Rights and Privacy Act (FERPA), and alerting their supervisor immediately of any disclosure of confidential information
- deferring all requests from the press, including the student newspaper, to a supervisor
- completing key audits, room condition reports, health and safety inspections, fire drills, and move in and move out support
- assisting the Area Director with administrative tasks as needed
- creating and maintaining the RA on-call schedule for their community.

## **ADDITIONAL STANDARDS**

1. REMs will be held responsible for violations of the Campus Living housing agreement, community standards, and student conduct code. Cases will be adjudicated by the appropriate conduct process and applicable sanctions assigned independent of any applicable performance action, including dismissal.
2. REMs are expected to refrain from entering into non-platonic relationships with RAs or residents within their assigned residential area
3. REMs will be financially responsible for any unauthorized alterations, damages or cleaning costs related to their room upon move out
4. REMs who leave their position before their position end-date must officially check out of their room within 72 hours of the conclusion of their role.
  - a. If campus housing is desired after leaving the REM role, the supervisor will work collaboratively with the REM to secure appropriate on campus housing, subject to availability. All REMs are financially responsible for all housing and meal plan costs incurred after the role has concluded.
5. Students cannot hold more than one compensated position in Campus Living at a time.
6. This agreement is applicable for the position dates listed in this document.
7. The conditions of this agreement are subject to change by the Office of Campus Living.

## COMPENSATION

REMs are compensated through room and board credits for Fall and Spring Semester housing charges. REMs approved to remain on campus for Winter Break Housing will be responsible for Winter Break Housing fees unless participating on the Winter Break on-call rotation. REM compensation is applied to the REMs student account as 1) a housing credit equal to the housing rate associated with the REM's assigned room type and 2) a dining credit equal to the 14 flex meal plan. REMs are eligible for meal plan changes, and like all on-campus residents are required to have a meal plan. The REM is compensated an additional \$600 dollar stipend per semester. The REM receives additional compensation (via stipend) if participating in 24-hour on-call coverage.

Compensation is applied on a semesterly basis. First dispersal will occur after Fall Break.

## TAX IMPLICATIONS

The housing and dining compensation for a REM position is not considered taxable income as it meets the Meals and Lodging conditions of *IRS Publication 525: Taxable and Nontaxable Income* to exclude it from reportable income. However, all stipend payments received are reportable income and will be reflected on a 1098-T and/or W-2 or 1099.

## FINANCIAL AID REPORTING

Campus Living reports the value of compensation received for Campus Living positions to the Office of Financial Aid. Financial aid is very individualized and varies from one student to the next. The potential impact of this reporting on financial aid packages should be discussed with the Office of Student Financial Aid. Contact [fao@lclark.edu](mailto:fao@lclark.edu) with questions.

## REQUIRED DATES OF AGREEMENT

### Residential Experience Manager Agreement Period

Fall Semester: August 12, 2024 @ 8:00 AM - December 20th, 2024 @ 12:00 PM

Spring Semester: January 15, 2025 @ 7:00 PM - May 11, 2025 @ 12:00 PM

### Area Staff Meetings

Tuesdays (when classes are in session) | 3:30-5:00 PM

### December 2024

12/20: Winter Break Departure @ 12:00 PM

REMs must complete the Winter Break housing application and receive approval to remain on campus for Winter Break. REMs are responsible for paying the Winter Break Housing fee unless participating in Winter Break on-call or assisting with Campus Living administrative tasks.

### January 2025

1/15: Spring semester return to campus by 7:00 PM

1/16-1/17: January Training

### May 2025

5/11: REM contract ends, Spring Departure @ 12:00 PM

RAs and REMs are required to remain on campus through this date to assist with spring closing

### Paid On-Call Dates During Breaks

Campus Living provides on-call support to residents 365 days per year. During college breaks, RAs and REMs can sign up to remain on campus to assist with on-call shifts and will receive additional compensation. Please wait to schedule departures from campus until on-call has been scheduled for your team for each break.

## POSITION AGREEMENT

By signing below, I affirm that I agree to all of the material contained in this agreement. If at any point during the academic year, I am unable to meet the above expectations and responsibilities, I will communicate with my supervisor or other appropriate Campus Living professional staff and fulfill these agreement obligations until a point that is mutually agreed upon by myself and my supervisor.

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Name

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Student #

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Signature

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Date