



WEST VIRGINIA STATE UNIVERSITY

Residence Hall Monitor (10-Months) Office of Housing and Residence Life

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description:

The Residence Hall Monitor (RHM) is a staff member employed by the West Virginia State University Office of Housing and Residence Life. The primary duty of the Residence Hall Monitor Officer is to provide competent campus security and response to our residents and property in assigned Residence Halls. The RHM must report violations of West Virginia Law and campus policy and procedures. The Residence Hall Monitor must have a genuine interest in helping others by providing services to the campus community in a professional manner in accordance with policy and procedure to the best of their abilities at all times. The RHM must model strong leadership characteristics such as responsibility, positive attitude, fairness, enthusiasm, flexibility, commitment, integrity, good time management, communication skills, and a willingness to learn and work as a team member. This position is part time. *This job description is subject to change at the discretion of the Director of Housing and Residence Life as needed to meet the needs of the department and students.*

Daily Shifts of Operation:

- Monday-Friday: 12am-8am
- Saturday & Sunday: 12am-8am

Responsibilities for the Residence Hall Monitor:

The RHM position reports to the Director of Housing and Residence Life. The position requires approximately **29 hours/week**, which includes rotational nights and weekend shifts. The primary responsibilities of the RHM are outlined below:

- Maintain lobby presence, conduct walk-throughs of the residence halls, and check exit doors.
- Report violations of law, unusual or suspicious activity, and fire and safety hazards.
- Monitor cameras and maintain the log of guest in Residence Halls and ensure they check out on time.



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- Enforce university rules and regulations while acting as a bridge between students and administration.
- Communicate with Campus Police and Housing and Residence Life staff notifying them of pertinent information and to mitigate threats.
- Must be able to maintain a calm demeanor when confronted with the hostile views and opinions of people encountered. *Effective verbal skills are required to resolve conflicts peacefully.”
- Ability to use sound judgement under stressful conditions.
- Be a resource to residents and guests and provide appropriate information when necessary.
- Report custodial and maintenance issues via the work order system.
- Conduct student lockouts or contact the appropriate Housing personnel to assist students with after hour lockouts.
- Maintain confidentiality of student information following the Family Educational Rights and Privacy Act (FERPA) and WVSU policies.
- Log daily activity in the Residence Hall Monitor Officer logbook.
- Maintain a clean and organized front desk and lobby area.
- Participate in all staff meetings, training, and in-service meetings (hybrid/virtually).
- Perform other job-related duties as required or any additional duties as assigned by the Director of Housing and Residence Life or the Chief of Police.

Requirements for the Residence Hall Monitor:

- Must be a high school graduate with diploma or GED.
- Must be 25 years of age or older.
- Must have a valid/current driver’s license.
- Must be able to pass a criminal background check.
- Have good interpersonal skills and demonstrate the ability to relate to people.
- Demonstrate good clerical and communication skills. (able to write incident reports when needed.)
- S/he must be flexible to work various shifts for desk hours, including nights, weekends, and some holidays.
- S/he must be able to maintain regular attendance and punctuality.
- S/he must be flexible and open to meeting the changing needs of the residential community.
- S/he must be willing to accept other duties as determined and assigned by the Director of Housing and Residence Life or the Chief of Police.

Preferred Qualifications:

- Experience with a law enforcement or public safety agency.



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Salary Statement

- Up to 29 hours per week, including rotational nights and weekend shifts.
- \$13.50 per hour
- 3 – uniformed polo shirts that must be worn during each shift.
- If the Department of Housing and Residence Life terminate the RHM or if s/he resigns from the position, the RHM understands that they won't be able to reapply for the position and must return all Office of Housing and Residence Life keys and uniform articles.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, proof of High School diploma or GED, and the names and email addresses or phone numbers of three professional references by July 31, 2024. **All requested information must be submitted for your application to be considered.**

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.