

Job Description & Application for the Resident Manager of the International House **The University of Montana-Missoula**

Job Description:

Three resident house managers will share responsibility equally and fairly in the specific responsibilities and duties outlined below. Items 1-4 are shared equally at all times, and items 5-7 are assigned to one manager at a time. All managers are expected to cooperate with internationally active student, staff and faculty, and community groups in the appropriate usage of the main floor and yard public areas of the International House.

Main Duties to be shared equally:

1. Provide house open hours. For open hours, each manager will provide 10 hours per week of “open-house” supervision during afternoon, evening, and weekend hours to help keep the house open to general internationally-oriented public use. Between the three resident managers, a schedule must be arranged to cover either Friday or Saturday evenings, and to be open a few hours either Saturday or Sunday afternoon.
2. Provide programming activities at the International House during the semester and school breaks. Each manager shall be responsible for planning, co-marketing, and implementing two-three activity events at the I-house per semester, such as country or regional culture nights (which may be hosted by nationality clubs or international students/scholars on behalf of the I-House), international potlucks, seasonal activities such as a Super bowl party, or winter “Fire Night”, etc... The costs of the events will be paid by GEO. Each manager, or their substitute, in residence during the school breaks will also assist with Winter and Summer break programming activities for international students
3. Together with the co-managers, maintain house and yard in clean and tidy condition via a rotating weekly cleaning schedule, especially the kitchen, bathroom, and living room area on the first floor, and be responsible for reasonable house security. Please note that repairs and lawn-mowing will be done by the University, and that guest groups using the house must clean up after themselves. However, lawn-watering and leaf-raking will fall under lawn duties.
4. Immediately prior to the beginning of each semester, during International Student Arrival Weekend and International Student Orientation Week, provide assistance to FSSS with new students and with a limited number of orientation activities scheduled mostly at the I-House, including welcome open houses and welcome events.

The following duties will be divided among the managers, such that each manager is responsible for one of these duties per semester:

5. Manager 1: I-House/GEO Communications Liaison

This manager is the chief liaison to GEO for coordinating communication between GEO supervisor and the I-House management team for scheduling trainings, meetings, and other communications. Keep a calendar of events and regular open hours posted and current, and submit a monthly report to GEO itemizing the organized activities that occurred in the house, as well as other house-operation issues.

6. Manager 2: I-House Technical Liaison and Marketing/Social Media Liaison

Maintain communication with UM tech crew and/or GEO to keep the technical equipment of the I-House in updated and working condition, and oversee maintenance schedule. (Internet, cable, Telephone, etc.). Maintain the I-House Facebook Page and other social media as needed to promote the activities of the I-House and other affiliated FSSS events.

7. International House Maintenance & Equipment Liaison

Serves as the primary contact at the International House for house maintenance and cleaning schedules, working closely with UM Business Services rental manager and GEO supervisor (Mona). Works closely with GEO supervisor to ensure the cleaning-duties schedule is followed by I-House management team. Maintains inventory and check-out procedures to the public for all I-House non-technical equipment (chafers, pots and pans, sleeping bags, display boards and other items in garage), including maintaining and managing (with the assistance of all managers) the Linen-Loaner program for new student arrival services.

Other Position factors:

1. This position is a service-in-exchange-for-rent-reduction position, designed also to be a University of Montana student leadership learning opportunity in a multi-cultural setting. As such, each manager will pay a reduced rent, in exchange for the services listed here, of only \$125/month. This rent shall be applied fully to the business of the international house (Phone, cable, house equipment and furniture) and for programming expenses connected with official I-House social events. Each manager will pay a one-time yearly cable TV access fee of \$35, plus \$150 security and cleaning deposit (refundable upon termination of position). The University of Montana will provide all utilities (heat, water, electricity, internet), fully furnish and equip the kitchen, living room, and bedrooms, and provide laundry facilities, and provide yard and house maintenance to the extent outlined under “duties”.
2. Each manager will receive one furnished bedroom in the upper floor of the house and have full use of the rest of the house. The managers will share a private upstairs bathroom. A public house phone with answering machine will be provided. High Speed internet access and computer with printer are provided for client use during open hours, but may be utilized by managers. Cable TV is provided.
3. The resident managers will be supervised by the Global Engagement Office, under the auspices of the Dean of Students and under advisement of the International House Committee. Managers must maintain regular contact with the designated GEO supervisor to keep them informed of issues relating to the house and attend meetings as needed with FSSS to discuss or train for house-related issues.
4. The period of the contract is scheduled to be June 1, 2017- May 31, 2017, but the actual date that duties will commence may be negotiable based on move-in/out availability of successful candidate and vacating manager.
5. No pets or children may reside in the house. Visitors are allowed short-term, but require permission for longer stays (refer to house manager contract).

Qualifications:

- Must be a UM student in good standing Spring Semester 2017 (exceptions may be made at the discretion of the supervisor for others, such as scholars, affiliated with GEO).
- Demonstrated commitment to and understanding of international students and programming, and ability to foster cooperation, friendship, and activities between people from different societies;
- Ability to communicate effectively with the public; including use of social media to promote I-house events.
- Willingness to follow guidelines established by the International House Committee for the safe, clean, and efficient operation of the house;
- Demonstrated responsibility and ability to carry out stated duties in job description with minimal supervision.

Please submit completed application by 4 pm on Friday, April 28 to:

*Global Engagement Office (International Center building, front desk)

*or Global Engagement Services (Lommasson Center 219)

* or email to mona.mondava@umontana.edu

Application for Resident Manager UM International House

(Please attach additional sheets if more space is needed for any answers)

Information about You:

Name (please print) _____

Address _____ Telephone _____

E- Mail: _____

Application is for: _____ Foreign Student manager

_____ Domestic Student manager

Citizenship _____

How long have you studied at UM? _____

How long have you studied at another university (if applicable) and/or have you earned any university degrees already? _____

Fields of study (major, minor): _____

Academic Level starting next Fall Semester 2017: (mark a, b, or c below)

a. Undergraduate: ___ Freshman ___ Sophomore ___ Junior ___ Senior

b. Graduate Student: _____ (level and year in program at start of Fall 2016)

If graduate student, please list undergraduate fields as well: _____

c. Other Status: _____ ELI Student _____ Scholar _____ Other UM/GEO Affiliate

Number of Credits Earned by start of Fall 2017: _____

Expected Date of Completion of Studies/Program/Time at UM _____

Cumulative Grade Point Average _____

Information about your Interests and Skills

What do you know about the UM International House (mission, goals, activities, etc.)?

Why are you interested in the resident manager position?

List and Describe previous employment or internship position held. Include job description and type of duties performed, and length of time in position:

Please list your IT and Social Media experience here:

List and Describe University, community, and volunteer activities, leadership offices held, honors, etc.:

Please list any international or intercultural experiences you have (live or study abroad, travel, friendships, volunteer work, etc.):

Please explain any other special interests or skills you have which might help you in carrying out the resident manager's duties:

What type of activities would you be interested in providing at the International House as special events and programs (list some ideas you have here). What experience do you have planning group events:

Please look over the Job Description attached here for duties 6, 7, and 8, which are assigned specifically to one manager at a time. Please list any experience, skills, or preference you may have as relates to these three separate duties:

When would you be able to move in and start the resident manager position?

Please add any additional comments you may wish to include (here or on additional sheet):

Please list two people in Missoula (other than students) who can be contacted as job or character references for this position. You may attach a letter of recommendation or resume if you desire (you may use a former recommendation; does not have to be specific letter for this position)

Name	Position	Relationship to You	Address/Dept.	Phone	Email
1.					
2.					

I attest that all the information contained in this application is true and accurate.

Signature _____ **Date** _____

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