

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

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- Conduct walkthroughs of an assigned area to check fire safety equipment, remove outdated flyers/posters, and report any facilities issues to the appropriate entity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

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.