

- H. Conduct regular key inventories and maintain appropriate records.
 - I. Administer lockout and loaner key policy.
 - J. Assist the Hall Director, Coordinator of Operations, Business Operations & Facility Services, and Assistant Director for Student Staffing & Training with other tasks and duties as assigned.
- II. Supervision of Front Desk Operations
- A. Order and maintain desk supplies.
 - B. Organize and maintain all desk logs.
 - C. Develop and implement appropriate policies and procedures for desk and mailroom.
 - D. Supervise Desk Receptionists and Mail Clerks. Schedule, maintain employee records, train, evaluate, and hire desk staff.
 - E. Provide input and assist as needed with visitation programs.
- III. Building Responsibilities
- A. Actively build staff team among DRs, RAs, and professional staff.
 - B. Attend all in-hall, team, and Manager staff meetings.
 - C. Consult with Hall Director on a regular basis.
 - D. Assist Hall Director with Opening and Closing procedures.
- IV. Departmental Responsibilities
- A. Participate in weekly manager staff meetings Wednesdays at Noon.
 - B. Interpret and enforce University and Residence Life policies.