

Office of Residence Life

Night Monitor Job Description and Expectations

The Night Monitor Mission

The Night Monitor works with the staff members of the Office of Residence Life and the Office of Campus Safety to help increase the safety and well-being of campus residents and maintain the physical structure of the residence hall facilities. Night Monitor's report directly to the Assistant Residence Hall Director (ARD). The Night Monitor is vital to the success of the Residence Life Program. The Night Monitor is expected to support the mission statement of the department and the college.

In this position you must be able to balance both the requirements as a student and a Night Monitor. This will require a good deal of time management skills. When other commitments interfere with your duties, it is your responsibility to arrange your other commitments around the requirements and expectations of the Night Monitor position.

The general duties of the Night Monitor include:

- Provide customer service to students, staff, faculty, and guests of the community while projecting a positive and professional image.
- Answer office phone calls and respond appropriately.
- Monitor security cameras for residence hall safety and security concerns.
- Check-in and check-out spare keys to residents.
- Check-in escorted guests and prevent unescorted non-residents from entering the community.
- Immediately follow-up on all door alarms.
- Ensure all Rocky Mountain College policies are followed in the East Campus Annex and Rimview Courtyard.
- Immediately inform the Office of Residence Life Senior Staff Members of potentially dangerous or disruptive behavior.
- Knowing at all times which Office of Residence Life staff members (Resident Advisors, Senior Staff members, and other Night Monitors) are on duty and where/how they can be reached.
- Maintain confidentiality of all information as it relates to the position.
- Accurately fill out Night Monitor paperwork.
- Complete administrative tasks as instructed (filing, organizing, alphabetizing, etc.).
- Present a positive image of the Rocky Mountain College policies, residence hall(s), and Rocky Mountain College departments, students, faculty, and staff.
- Additional duties as assigned by the Office of Residence Life Senior Staff members.

Selection: Students are selected to be a Night Monitor on the basis of their general level of maturity, judgment, willingness to learn and grow in the position, and ability maintain satisfactory grades. NM staff members must be enrolled as full-time students with a grade expectation of 2.5 GPA during each semester of employment. Additionally, NMs must live in on-campus housing, be work study eligible, and not have any pending Rocky Mountain College policy violations.

Shifts will start at 5:00pm nightly and end at Midnight on weeknights (school is in session the next morning) and 2:00 am on weekend nights (school is not in session the next morning). This position is scheduled to work all nights that the residence halls are open during the academic year.