

Resident Assistant & Public Safety Procedures

OFFICE OF RESIDENCE LIFE

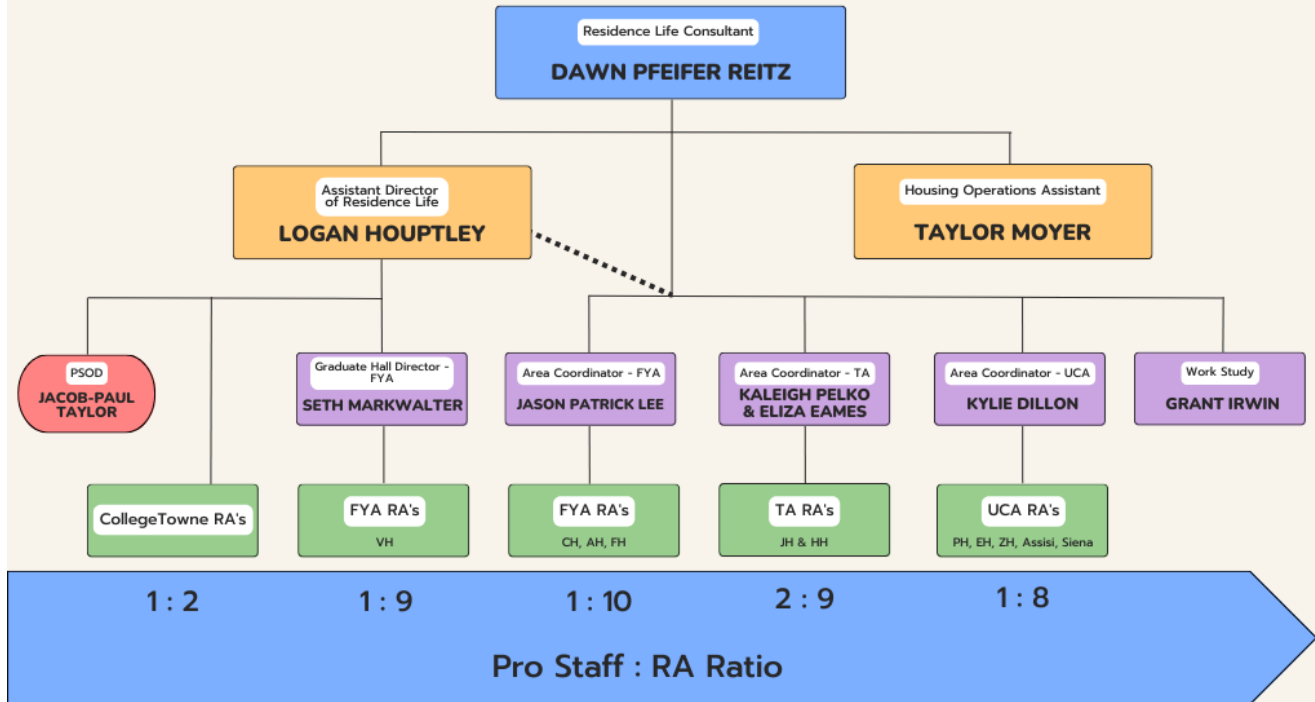


Alvernia University
2023-2024

Organizational Chart

OFFICE OF RESIDENCE LIFE

Alvernia University



Approved MAO March 2023

Pro Staff on Duty (LEVEL 1) Rotation

- 1) **Jason Patrick Lee** – Office of Residence Life – First-Year Area Coordinator
- 2) **Seth Markwalter** – Office of Residence Life – Graduate Hall Director of Veronica Hall
- 3) **Kylie Dillon** – Office of Residence Life – Upper-Class Area Coordinator
- 4) **Jacob-Paul Taylor** – Student Financial Services – Student Success Coordinator
- 5) **Eliza Eames** – Student Affairs – Director of New Student Programs
- 6) **Kaleigh Pelko** – Admissions - Assistant Director of Campus Programs

RA Rounds and Duty

Main Campus Duty and Rounds Hours:

Sunday - Wednesday Desks will be staffed from 8:00 PM – 12:00 AM
with Rounds occurring at 8:00 PM, 10:00PM, and 12:00AM

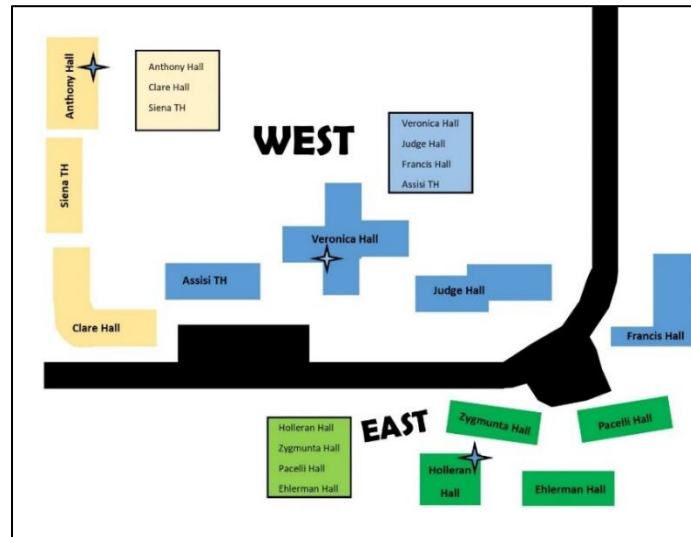
Thursday - Saturday Desks will be staffed from 8:00 PM – 1:00 AM
with Rounds occurring at 9:00 PM, 11:00PM, and 1:00AM

Reading CollegeTowne Duty and Rounds Hours:

Friday & Saturday Rounds occurring at 9:00 PM, 11:00PM, and 1:00AM

Sunday Rounds occurring at 8:00 PM, 10:00PM, and 12:00AM

The Veronica Information Desk and Holleran Hall (PODs) Front Desk will be staffed every night by four (4) **Resident Assistants** who will be the on-duty RAs that night. **2 West Side RAs** will staff the Veronica Information Desk and will Round in Anthony Hall, Siena Hall, Clare Hall, Assisi Hall, Veronica Hall, and Judge Hall. **2 East Side RAs** will staff the Holleran Hall (PODs) Desk while rounding together in Pacelli Hall, Ehlerman Hall (V3), Holleran Hall (PODs), Zygmunta Hall, and Francis Hall. See the map below for reference. 3 RA's will be holding the three phones every night from 8pm-8am: 1 West, 1 East, 1 at Reading CollegeTowne.



After-Hours Maintenance Issues

Pro Staff will notify Maintenance On-Call	Can Wait Until Next Business Day
A resident's heat is not working	A resident's air conditioning is not working
A resident's room is completely without power	A resident has pests in their room
Leaks in pipes/toilet resulting in flooding	A resident has mildew/mold in their room
Toilet is running continuously or overflowing	The building's front doors do not work for anyone
Gas odor in any room or hallway	The building's elevator is down
A resident's air conditioning is leaking	A resident/building does not have hot water