Memorandum of Understanding for the Student Life Live-In Professional Staff Member

**The Office of Residence Life**

The Office of Student Life, encompassing Residence Life and Student Engagement, is dedicated to providing safe, inclusive and supportive living and learning environments that positively impact student engagement, retention and success.

Definitions

1. Apartment: a living unit within a university owned apartment building a. Apartment refers to the one-bedroom unit designated to the housing coordinator in Caroline Hall as a benefit of their full-time ongoing employment with Mount Mary University.

2. Traditional residence hall: a facility with triple, double, or single occupancy bedrooms that open to a hallway on each floor shares community kitchen and lounge space in Caroline Hall.

3. Live-in Professional Staff: Full-time University Student Life housing manager/coordinator/director residing in the hall or complex that houses residents, typically a building for which the Residence Life manager/coordinator/director is responsible.

Student Life Live-in Professional Apartment Housing

The office of Student Life provides the option for its full-time professional staff member in the position of Assistant Director of Residence Life the option of living on-campus in a one-bedroom apartment unit within Caroline Hall. This apartment unit includes a standard kitchen and private bathroom.

Student Life Live-in Professional Resident Procedures

The Student Life Professional Staff Member is determined to have the following resident privileges during their campus occupancy as a live-in full-time employee of Student Life and Residential Living at Mount Mary University:

1. Unrestricted guest privileges, including male guests and minors for any length of time. These guests are not required to sign-in at the Caroline Hall front desk.
2. Roommate(s), whether male or female, in the private one-bedroom apartment designated to the live-in professional staff member for the duration of the full-time live-in professional’s employment and/or campus housing occupancy.
3. Pet(s) kept within the one-bedroom apartment unit designated to the full-time live-in professional staff so long as it meets all health and safety requirements of the Office of Student Life.
4. The following items are allowed in the one-bedroom apartment designated to the full-time live-in professional staff member: candles, toaster, space heater, coffee maker.

Any questions or concerns can be directed to the Director of Student Life.