Night Host Information

Night Host Description:

Each residence hall is monitored at night with student workers known as Night Hosts. A good Night Host staff can stop a majority of problems at the door. Therefore, it is important for the staff to take the responsibilities seriously.

Qualifications:

- Must be a Hartwick College student in good judicial standing and remain in good standing.
- Must be eligible for work-study and be cleared by payroll.
- Must honor college policy and procedure

Responsibilities:

- Log and report all incidents.
- Contact the RA on duty, Campus Safety or the Residential Life Professional Staff member whenever it is appropriate and necessary for the safety and security of the building and residents.
- Ensure that the guests and visitors call their host and wait until the host arrives to escort them throughout the building.
- Conduct hourly rounds of building to ensure safety of all residents.
- All guests and visitors must be signed in. Night Hosts should ask for proper identification and make sure they sign in legibly.

Night Host Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>11 pm - 2 am</td>
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<tr>
<td>Monday</td>
<td>11 pm - 2 am</td>
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<tr>
<td>Tuesday</td>
<td>11 pm - 2 am</td>
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<tr>
<td>Wednesday</td>
<td>11 pm - 2 am</td>
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<td>Thursday</td>
<td>11 pm - 3 am</td>
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<td>Friday</td>
<td>12 am - 4 am</td>
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<tr>
<td>Saturday</td>
<td>12 am - 4 am</td>
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* Night Host hours may change depending on the holiday or circumstance.

Grounds for Removal:
The Residential Life Professional Staff member can dismiss a night host(s) from the position for any of the following reasons:

1. Failing to work at assigned time
2. Falling asleep while working
3. Coming to work while intoxicated or after consuming alcohol
4. Leaving the front door unattended
5. Improper conduct in the lobby or main lounge areas; i.e. loud music or loud guests
6. Failure to enforce college guest policies and procedures
7. Failure to perform their job effectively, including but not limited to skipping rounds, not following proper protocol etc.