terms of Service

- Be present for the Summer 2017 (May – August) to assist with conferences staying on campus in our residential buildings.
- During training periods, CAs must plan to be available from early morning through night hours for training and other position commitments.
- The CA position is designed to serve the entire Residence and Greek Life office; therefore, placement is based on the needs of the office, balanced with the needs of the employee.
  - The RGL professional staff determines CA placement.
  - RGL reserves the right to change placement at any time based on need.
- The CA position is considered an average 30 hour per week commitment. Students must notify prior to term of service summer class schedule and any other outside obligations.
- CAs also assigned to be a SOAR leader must always include both supervisors in any communications regarding work hours.
- CAs are unable to hold any other employment (on or off campus) except the SOAR position.

position Requirements

- Must be full-time IIT, VanderCook, or Shimer College students.
- Maintain student status and a minimum cumulative 2.5 GPA during the employment period.
- Each CA must be in good academic, judicial, and financial standing with his or her academic institution from the time the employment offer is accepted through the end of their contracted time with Residence and Greek Life (RGL).
- Complete all duties described in the CA position description, as well as additional duties designated by supervisor or RGL staff. Staff members should also be aware of staff meetings, training dates, and projects.
- Complete all procedural tasks including, but not limited to...
- CAs will serve in a duty rotation to be scheduled during Pre-service trainings. CAs should expect to be on duty at least one weeknight each week, and on a rotation that includes weekends and overnights.
- CAs must consult their supervisor before making any travel plans during the term of their employment.
- Respond positively and promptly to all reasonable requests from Professional Staff members.
- Meet expectations set by the Conference Assistant Accountability Model (CAAM).
- Attend bi-weekly one-on-ones with Summer Conference Coordinator and weekly staff meetings.
- Be present and available for scheduled office hours and duty. Process all necessary paperwork in a timely manner.
- Maintain accurate CA schedule in When-to-Work, following procedures outlined by your supervisor.
- Remain professional and timely through all forms of communication. (Written/Spoken/Social media/Email)
- Abide by terms listed in the Payroll Policy.
- Abide by terms listed in the Confidentiality Agreement.
- Abide by terms listed in the Key Policy.
- Abide by all Illinois Institute of Technology and Residence and Greek Life policies and procedures.
- Model behavior consistent with Illinois state and federal laws.
- Maintain confidentiality about records that contain individually identifiable student and guest information, the disclosure of which is restricted by the Family Educational Rights and Privacy Act (FERPA) of 1974. CAs may not promise confidentiality to other students and must disclose appropriate information to supervisors.

Departmental Expectations

- Have working knowledge of the policies outlined in the Illinois Institute of Technology Student Handbook, Residence and Greek Life Handbook. Demonstrate aptitude in supporting and enforcing these policies.
- Adhere to Residence and Greek Life communications standard of responding to e-mails and phone calls from staff members within a 48-hour time period. This standard does not include emergency situations, which require an immediate response.
- Uphold and support the Mission Statements and Commitment to Diversity of IIT and Residence and Greek Life.
- If terminated or unable to fulfill contractual obligations, the CA will be responsible for the remaining terms of the 2016 Summer Contract, including possible room and board cancellation costs. This may also include paying for the prorated cost of the meal plan provided as part of CA compensation.
• Take proper care of equipment issued to fulfill role. Charges may be assessed for the repair or replacement costs of radios, duty phone, Leadership Office supplies, and other essential items.
• While on duty, CAs use a duty phone, this phone must be carried at all times while on duty and stored in the leadership office when not in use. Calls must be answered immediately or responded to within 5 minutes.

Conditions and Compensation
• This position is for Summer 2017 and does NOT automatically renew. Future employment is contingent upon reapplication, performance evaluation, residence hall staffing, departmental need, and funding.
• This Agreement covers the summer term, including recess periods when the halls are open, as well as training periods prior to the start of the summer term. All staff members are expected to remain working during these times unless other arrangements are made with supervisor approval.
• Compensation will include a room and board plan as offered by RGL. (CAs who do not complete the entire term of service can be held responsible for reimbursement of room and board fees.) Compensation could affect a student’s financial aid package - please check with the Financial Aid office. The CA meal plan is considered a board scholarship from IIT and will be applied before other scholarships.
  ➢ Residence and Greek Life reserves the right to make temporary or permanent changes in room assignments during the term of the contract.
  ➢ Board is only provided during the dates that The Commons is open. CAs are responsible for meals when the board plan is not offered.
• A CA is required to notify his or her supervisor if a change may occur or occurs that places them in violation of the requirements of this agreement.