Conference Assistant (CA) General Position Description

Terms of Service

● Serve as a Conference Assistant for the Summer 2019 (May – August) to assist with conferences staying on campus in Office of Residence Life (ORL) our residential buildings.
● Be present for all SLL and CA 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 Office of Residence Life (ORL); therefore, placement is based on the needs of the office, balanced with the needs of the employee.
  ○ The ORL professional staff determines CA placement.
  ○ ORL 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 with prior approval from CA supervisor.

Position Requirements

● Must be full-time IIT, VanderCook, Stuart, School of Design or Kent 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 Office of Residence Life (ORL).

Departmental Expectations

● Have working knowledge of the policies outlined in the Illinois Institute of Technology Student Handbook, Office of Residence Life Handbook. Demonstrate aptitude in supporting and enforcing these policies.
● Adhere to Office of Residence 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.
● Complete all duties described in the CA position description, as well as additional duties designated by supervisor or ORL staff. Staff members should also be aware of staff meetings, training dates, and projects.
● Complete all procedural tasks including, but not limited to responsibilities listed here.
  ○ CAs are required to:
  ▪ Stay on campus in space designated by the Office of Residence Life.
  ▪ 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.
  ▪ 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).
Office of Residence Life

- Attend regularly scheduled one-on-one meetings with supervisor, staff meetings and trainings.
- Be present and available for scheduled office hours, desk shifts and on-call shifts.
- Be visible and available to Conference guest.
- Respond to e-mails and phone calls should be replied to within a 48-hour time period. This standard does not include emergency situations, which require an immediate response.
- Document all incidents involving out of the ordinary occurrences and policy violations within the residence halls. Complete an incident report by 8:00a the following business day.
- Remain professional through all forms of communication. (Written/Spoken/Social media/Email.)
- Process all necessary paperwork in a timely manner.
- Understand and abide by terms listed in the Payroll Policy.
- Understand and abide by terms listed in the Confidentiality Agreement.
- Understand and abide by terms listed in the Key Policy.
- Understand and abide by all Illinois Institute of Technology and Office of Residence Life policies and procedures.
- 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)
- 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.
- Understand, uphold and support the Mission Statements and Commitment to Diversity of IIT and the Office of Residence Life.
- Promote a community that is respectful and free from sexual harassment/misconduct. As a designated mandatory reporter, Conference Assistants are obligated to report knowledge they have of any sexual harassment/misconduct whether the behavior occurred on or off campus. Additional training will be provided.
- Complete all procedural tasks including, but not limited to, opening, room changes, room inspections and closing.

- If terminated or unable to fulfill contractual obligations, the CA will be responsible for the remaining terms of the 2019 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 call, CAs use a duty phone, this phone must be carried at all times while on call and stored in the leadership office when not in use. Calls must be answered immediately or responded to within 5 minutes. The phone should only be used for work responsibilities, never for personal use.

**Conditions and Compensation**

- This position is for Summer 2019 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 during the Summer, 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 cost of room and board in the assigned building during the summer housing contract dates. Compensation could affect a student’s financial aid package - please check with the Financial Aid office. The CA compensation is considered a room and board scholarship from IIT and will be applied before other scholarships.

- **CAs who do not complete the entire term of service can be held responsible for reimbursement of room and board fees and will be moved from their CA room assignment to an available space.**
  - Office of Residence 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.

The 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.