



Office Assistant Letter of Appointment
2023-2024

Name: _____

PID: _____

- Office Assistants (herein referred to as "student staff") receive a compensation package that includes:
- An hourly wage of \$10.00 an hour paid on a biweekly schedule based on the number of hours worked captured in the Time Information Management (TIM) system.
- Student staff must meet the following qualifications starting at time the employment application closes, during the applicant's candidacy and throughout the tenure of employment.
- Student staff must meet the following qualifications starting on the first day of employment throughout the tenure of employment.
- Student staff must establish a direct deposit with Carolina Housing.
- Student staff must notify their supervisor within 24 hours in the event that they have been involved in a traffic violation while operating a Carolina Housing vehicle.
- Student staff work hours vary based upon residential community needs and the needs of the department.
- Student staff are required to attend all designated training days for their position and must be prepared to work during fall opening, fall closing, spring opening, and spring closing times.
- After providing a schedule of availability, a supervisor will determine the specific work schedule.
- Student staff must adhere to the terms of managing the community office and mail distribution, duty cell phone guidelines and expectations, and relevant confidentiality requirements.
- I am to report for duty on August 10, 2023. Unless employment is discontinued, employee responsibilities end on May 14, 2024.

I accept employment as an Office Assistant for the 2023-2024 academic year. I agree to meet and abide by the standards described in this document; the Office Assistant Job Description; the Student Staff Ethical Principles; the Media Relations Policy for all Carolina Housing Staff, the Nondisclosure Agreement, the Key Access Agreement, the Community Living Standards; the Housing Contract; the expectations communicated by Carolina Housing during trainings and by my supervisor; University policies; and State and Federal Laws. I understand that failure to do so may result in rescission of my appointment or in employment action, up to and including termination. By signing below, I acknowledge that I have read, understood, and accept all terms of this position. I also understand, acknowledge and accept the responsibilities associated with the requirements of this position, which includes some expectations for in-person engagement.

Student Staff Employee: _____
Supervisor: _____

Date: _____
Date: _____