

Office Assistant Letter of Appointment 2023-2024

- 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. TIM training should be completed at the beginning of employment and hours worked should be recorded in the system each work day.
- 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:
 - Maintain a cumulative GPA of 2.00 or higher at the time of appointment and throughout employment and be in good conduct standing with Carolina Housing (i.e. not having an active sanction of housing contract probation or higher; not having an overdue sanction).
 - o Maintain good financial-standing with the University and with Carolina Housing.
 - Notify their supervisor in writing, regardless of intent to appeal, upon receiving a referral for a University violation (i.e.
 Honor Code, Alcohol Policy, the Policy on Prohibited Discrimination, Harassment, and Related Misconduct), conviction of
 a crime, or responsible finding for violating any University policy. Carolina Housing has the right to take employment
 action, up to and including termination, based on this information.
- Student staff must meet the following qualifications starting on the first day of employment throughout the tenure of employment. Student Staff must:
 - Maintain enrollment as full-time students and cannot be employed on a permanent, full-time basis anywhere, and must not otherwise occupy a classified employment position with the University. Student staff are "at will" employees, are not eligible for layoff priority employment or severance pay, and may be terminated at any time without additional compensation. A lapse in student status occurs during breaks (winter and summer) when an employee is not enrolled in courses. This lapse does not affect employment eligibility, though it will subject the employee to FICA tax deductions.
 - Have access to a mobile phone or private land line that has an activated voice mailbox while employed, and will provide their supervisor with a number to this phone.
- 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 must be at least 18 years old to operate a Carolina Housing vehicle.
- Student staff work hours vary based upon residential community needs and the needs of the department. This includes nighttime and weekend commitments. Required workdays may include special events, sporting events (including but not limited to: home/away Duke games, final four games, national championship games, etc.), Halloween, LDOC, staff selection days, instances of inclement weather, emergencies, and other unforeseen circumstances.
- 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. All leave time must be approved by their supervisor. Student Staff can work up to 25 hours per week and should not exceed 30 hours per week at any time. These work hours include any employment outside of the department within the University.
- 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:	Date:
Supervisor:	Date: