



Conference Assistant Letter of Appointment Summer 2024

- Carolina Housing provides Conference Assistants (CA) a compensation package that includes:
 - A stipend payment of \$5,700 for the summer will be split up and paid monthly throughout the summer.
 - The stipend is prorated and the number of payments decreases if hire date is after the first day of student staff training. The stipend will be the same regardless of assigned community placement.
 - Assignment to a single furnished room unless housing shortages require the assignment of a roommate.
- *Carolina Housing encourages applicants and employees to consider if this compensation package will affect their financial aid package. [Please contact Scholarships and Student Aid, 962-8396 for information on eligibility for aid and employment.](#)
- Student staff must meet the following qualifications starting at the time the employment application closes, during the applicant's candidacy and throughout the tenure of employment. Student staff must:
 - Maintain and be good conduct standing with Carolina Housing (i.e. not having an active sanction of housing contract probation or higher; not having an overdue sanction).
 - Maintain good financial standing with the University and with Carolina Housing.
 - Student staff must complete a criminal background check. Any offer of employment from Carolina Housing is contingent upon the results of the background check. Carolina Housing reserves the right to withdraw, rescind, or cancel its employment offer or appointment at any time if Carolina Housing, in its sole discretion, determines that the employee's background check results are not satisfactory.
 - 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 following qualifications starting on the first day of employment throughout the tenure of employment. Student Staff must:
 - Maintain enrollment as full-time students in the Spring and Fall of 2024 (Summer enrollment is not required) 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 may subject the employee to FICA tax deductions.
 - Maintain appropriate balance while in this position, meaning no more than 40 hours of involvement per week including 30 hours for the position, academic credit hours, and other campus involvement. Student staff may take no more than 6 credit hours per summer Session and may not hold additional employment (paid or unpaid) without written approval from both their supervisor and Assistant Director.
 - Live in the residence hall to which they are assigned by Carolina Housing for the duration of their appointment. In the case of mid-term of Carolina Housing that may require relocation to another room or residence hall.
 - 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 and clear a motor vehicle background check with the DMV.
- Student staff do not maintain traditional 8am-5pm, M-F hours, with work hours varying based upon the needs of Summer Orientation. The frequency of On Call shifts varies based on the number of assigned Orientation sessions.

- Student staff must reside in their assigned room for a minimum of 5 nights per week, including 2 weekends per month, in addition to meeting the needs of Carolina Housing listed above. Any additional time away from the community must be approved by their supervisor.
- Student staff must adhere to the terms of managing the community office, duty cell phone guidelines and expectations, and relevant confidentiality requirements.
- I am to report for duty on May 20, 2024. Unless employment is discontinued, employee responsibilities end on July 31, 2024.

**These dates are subject to change based on the academic year calendar. Successful candidates will be notified of the correct dates for these agreements before signed.*

By accepting employment as a Conference Assistant for the 2024 summer. I agree to meet and abide by the standards described in this document; the Conference 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.