

- Carolina Housing provides Office Assistants (OA) 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 at the end of each work shift*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 a cumulative GPA of 2.0 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).
 - 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 a full-time student, not be employed on a permanent, full-time basis, 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.
 - Each OA should strive to maintain a balance not only with the role but with their personal and academic lives. OAs are encouraged to take part in their own development to ensure they are getting the most from the experience. OAs 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.
 - Have access to a mobile phone or private land line that has an activated voice mailbox while employed and will provide their direct supervisor with a number to this phone.
- Student staff must establish a direct deposit for payroll 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.
- Hours of work vary based on the needs of the department and community. This includes daytime, nighttime, weekend, and special events. For example, this may include Halloween, sporting events, inclement weather, training, opening, closing, staff selection, university emergencies, and unforeseen circumstances.
- OAs are also required to attend all training days in the Fall and Spring semester which will be communicated in advance in order for staff to accommodate. Additionally, OAs are required to work during Opening, Closing, Well-Being Days, Thanksgiving Break, Winter Break, Spring Break and Spring Semester/Commencement. 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 must adhere to the terms of managing the community office and/or service desk, duty cell phone guidelines and expectations, and relevant confidentiality requirements.
- OAs are required to report for duty on August 9, 2024. Unless employment is discontinued, employee responsibilities end on May 13, 2025.

**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 an Office Assistant for the 2024-2025 academic year, student staff agree to meet and abide by the standards described in this document; the 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. Failure to do so may result in rescission of appointment or in employment action, up to and including termination.