

- Carolina Housing provides Community Manager (CM) a compensation package that includes:
  - A stipend payment of \$15,000 per academic year that will be divided and paid out monthly on the last business day of the month (except December).
    - 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 a cumulative GPA of 2.30 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.
  - 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 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 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 20 hours for the position, academic credit hours, and other campus involvement). Student staff may take no more than 18 credit hours per semester 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 certain situations, Carolina Housing may require relocation to another room or residence hall and/or require an adjusted move out date.
  - Have access to a mobile phone 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 residential community needs and the needs of the department. This includes nighttime and weekend commitments.

Required workdays 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. Student staff are required to work during break periods, including but not limited to: Fall Breaks, Thanksgiving Breaks, Winter Breaks, Spring Breaks, and Spring Holiday. Student staff are required to serve on an On Call rotation on both week and weekend days. The frequency of On Call shifts varies based on community size.
- 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 and/or service desk, duty cell phone guidelines and expectations, and relevant confidentiality requirements.
- Student staff are responsible for overseeing 1-3 communities in the form of service and/or community desks that include scheduling, key management, supervision, and day-to-day oversight.
- Student staff may be assigned to work with a Co-CM depending on neighborhood service desk placement.
- CMs are required to report for duty on July 28, 2025. Unless employment is discontinued, employee responsibilities end on May 12, 2026.

*\*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 Community Manager for the 2025-2026 academic year, student staff agree to meet and abide by the standards described in this document; the Community Manager 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.