

Campus Life Student Employee Contract

Employee Name: _____

Student employees hired by Campus Life are valuable members of our team. They assist as paraprofessionals through a variety of tasks to maintain and improve the operations of Chase Hall Programming Board (CHPB), the Ronj coffeehouse, the Village Club Series (VCS), The Bates Student, and Campus Life itself.

As a student employee, students must meet the following expectations in order to serve as an effective staff member and to retain the position. An employee may be released from service if it is determined that they are not maintaining the ethics befitting that position, not performing satisfactorily, not being able to work productively with other staff members, or by jeopardizing the success of the area/position.

DUTIES - I AGREE TO:

- Perform all opening, closing and operational procedures as instructed.
- Be on time for all shifts and to seek coverage if unable to work. I am responsible for my shift until covered by another employee.
- Be present and aware during each shift (no headphones, sleeping, etc.).
- Act as a professional representative of Campus Life and the area I am employed. This includes abiding by the Code of Student Conduct while performing job duties.
- Complete assignments by appropriate deadlines as assigned by Campus Life staff and student managers (if applicable) throughout my employment.
- Maintain workspaces for optimal efficiency, cleanliness and usage. (Staff permitted in staff only areas, no loud/inappropriate music, appropriate lighting, etc.).
- Submit my biweekly time sheet on time and accurately each pay period.
- Participate in an on-going evaluation process regarding the position and area.
- Other duties as assigned by the professional staff in Campus Life or student managers (if applicable).

EXPECTATIONS - I AGREE TO:

- Abide by all rules and regulations of the college at all times, especially when on the job.
- Be a positive role model in all aspects of interaction with students, staff, faculty and guests of the college.
- Value and communicate with a variety of personality types.
- Be respectful of individual differences.
- Maintain professionalism in behavior and comments.
- Work as an effective and productive team member.
- Attend and actively participate in all staff meetings, unless discussed with student manager (if applicable) or staff supervisor in advance.
- Carry a positive attitude.
- Be supportive of the goals of Campus Life and of my specific area.
- Be accessible and communicative through email throughout term of employment. I will respond to emails sent pertaining to my position within 48 hours of receipt.

I understand that there may be additional responsibilities required in this position. I understand that failure to meet any of these responsibilities mentioned above may result in termination of my position and all supplemental benefits.

The following sanctions will be imposed for violations of this agreement:

- First Violation:** Written warning from student manager (if applicable) or staff supervisor.
Second Violation: Written warning and meeting with student manager (if applicable) or staff supervisor.
Third Violation: Meeting with staff supervisor, possible dismissal.

Employee Signature

Date

Supervisor Signature

Date