

Student Manager Addendum

Employee Name: _____

Student managers are hired to assist Campus Life professional staff with the task of ensuring the health of their area of responsibility. They are entrusted with additional privileges beyond that of typical Campus Life student employees. This may include key or swipe access to important and/or valuable assets, access to the Campus Life budget for their area(s) of responsibility, and direct access to Campus Life professional staff (e.g. the staff member's personal cell phone number). In addition to the expectations outlined in the Campus Life Student Employee Contract, student managers are expected to meet the expectations below.

EXPECTATIONS - I AGREE TO:

- **Communicate**

- Keep in close contact with my staff supervisor throughout the term of my employment.
- Be responsive to emails and/or texts - within 24 hours of receipt.
- Be communicative if something in my area of responsibility is not going as planned and/or I am unable to meet deadlines that have been established by my staff supervisor.
- If ever in doubt about how to proceed in a situation, I will contact my staff supervisor for advice and insight.

- **Asset and Information Security**

- Keep confidential meetings with Campus Life professional staff, as well as financial and other material information pertaining to my area of responsibility.
- If applicable, be the only person using my key(s) to access my space. I will not lend my key(s) to anyone else, even if another individual has key access to the space. I understand that violating this expectation is likely to result in termination of employment.

- **Escalate** - Notify my staff supervisor immediately about the following:

- Unethical behavior (e.g. inaccurate timesheets, theft, plagiarism, etc).
- If applicable, missing funds from cash boxes/registers.
- Medical and other emergencies that occur when a student is performing job duties.
- Performance issues relating to items in the employee contract.
- Student staff conflicts.
- Major budget decisions.
- Losing or misplacing the key(s) to access my space.
- When something occurs that prevents me from completing my job duties as assigned (e.g. medical emergency, unexpected travel, etc.).

Employee Signature

Date

Supervisor Signature

Date