I, ________________________________, hereby accept the position of Conference Assistant (CA) for Summer 2019 (May 18, 2019 – August 30, 2019). I agree to fulfill the duties of the position as defined by Residence Life & Dining Services (RLDS).

**RESIDENCE LIFE AND DINING SERVICES MISSION STATEMENT AND VALUES**

Residence Life and Dining Services strives to create an inclusive living and dining environment for students, families, conference guests and the campus community by providing a healthy and memorable educational setting which fosters academic and personal growth.

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**WE ARE RIGHT FOR YOU IF:**

- You recognize and acknowledge the skills of key team members and utilize their strengths to the benefit of the team.
- You are committed to understanding and following the RLDS mission by clearly stating expectations and objectives of the position. You evaluate results and provide feedback in a timely and kind manner.
- You take care of your team, constantly working to make sure people have what they need before they have to ask.
- You are a born go getter — always looking for ways to add value, do better work, improve efficiencies, build others up and make the world a better place.
- You are a gifted communicator who supports the people on your team with encouragement, honesty, and positivity.
- You want to wear a lot of different hats and have the opportunity to help grow and impact RLDS. Your sense of optimism is unstoppable, you take a strong stand for kindness, and you care deeply about your work. You are hyper-focused on getting the details just right.
- You go above and beyond regularly — not for credit, but because that’s how you roll.
- You do whatever it takes. The phrase “That’s not my job” is not a part of your vocabulary. No job is too little or too daunting, you’re in for it all.
- You are focused on finding, developing, and executing the best ideas to get the best results.
- You do great work autonomously and as part of a highly collaborative team.
POSITION REQUIREMENTS

As a CA, I understand, I will be expected to:

- Have at least one semester within RLDS housing (preferred, not required).
- Live on-campus for the duration of the employment term and adhere to the Terms and Conditions of the UW residence halls.
- Have a positive financial, academic, and student conduct status with Residence Life & Dining Services and the University of Wyoming.
- Be available for a weekly staff meeting. The time of the staff meeting will be announced after the selection of successful candidates.
- Be available for all dates of service.
- Be available for Conference Assistant Training, May 28-31, 2019 from 1:00pm-4:30pm.
- Be available to work a minimum of 35 scheduled hours per week.
- Complete a successful Criminal Background Check
- Students under the age of 18 are not eligible to serve as Team Lead Conference Assistants

MAJOR POSITION COMPONENTS

As a CA Assistant, I understand, I will: Serve to promote the mission of Residence Life and Dining Services through my conduct and duties in the areas of Community Development, Administrative and Desk, Policy Enforcement, and Staff Function and Interaction.

COMMUNITY DEVELOPMENT

- Participate, be engaged, and visible
- Be prepared, engaged, and present within staff functions and the community.
- All CAs are required to have vacation days approved by a supervisor at least 48 hours in advance and all shifts must be covered.
- CAs must be available for all dates of service to ensure engagement within the community. CAs may take time away throughout the summer with prior approval from supervisor. Please note due to the conference schedule during the month of June and July time away may not be approved.
- Act as a resource and provide high level customer service to conference guests and summer residents.
- Provide information and assistance for community or conference guest.
- Create an inclusive and welcoming environment for all residents and guests.
- Have sensitivity to and awareness of the needs of the guests who are visiting our campus.
- Provide help, direction, and assistance to our campus guests as needed or requested.
- Greet and receive inquiries in a polite and courteous manner.
- Keep residents informed of campus and community activities by creating and updating bulletin boards.
- Role model positive personal, academic, and job-related behaviors.
- Portray a positive attitude, enthusiasm, and pride for the CA position.
- Perform other duties as assigned.

ADMINISTRATIVE AND DESK

- Attend training from May 28-31, 2019 from 1:00pm-4:30pm.
- Work desk shifts as established by RLDS and the supervisor.
- Desk shift tasks include working at a 24 hour desk, processing mail for summer residents and conference guests, assisting residents and guests with lock outs, and providing general assistance and information.
- Communicate professionally and appropriately with all residents and guests.
  - Coordinate and prepare check in materials for conference guests prior to a group’s arrival. This includes encoding cards, testing cards and preparing check in paperwork for all guests who stay on campus.
- Inventory and organize keys.
- Assist with the check in of summer residents and conference groups.
- Assist with all administrative, facility, and operational tasks.
- Perform other duties as assigned.

**POLICY ENFORCEMENT**

- Serve in an on-call rotation for the halls and perform duty functions as established by the Department and my supervisor to enforce policies, ensure safety, and serve as a resource to community.
  - CAs will serve on call from 4:30 p.m.-7:30 a.m. Monday-Friday, 24 hours per day on the weekends and during university closures and breaks.
  - CAs must remain within the residence halls while on call.
- Review, understand and uphold all items outlined in the departmental Policies and Procedures and CA Manual for addressing situations within the community, which includes confronting, reporting, and following up with appropriate people. It is necessary to report all safety, security, health and behavioral concerns.
- Adhere to all Federal and State Laws as well as University and Departmental policies (as outlined in the Policies and Procedures, Code of Conduct and Employee Handbook) whether I am on or off campus.
  - Alcohol/Drug Related Examples
    - If you are under the legal drinking age, you cannot consume alcohol.
    - If you are over the legal drinking age, you can consume alcohol in accordance with the Policies and Procedures.
    - If you are over the legal drinking age, you cannot consume alcohol before or while on duty or performing other duties in relation to my TLCA position.
    - I will not possess/use illegal drugs.
  - Safety and Security Examples
    - I will not misuse my WyoOne ID, room lock combo, master keys or card access system to the residence halls.
    - I will be present for all duty and desk shifts.
    - I will not speak to any media/communication outlet as a representative of the University or Residence Life & Dining Services.
    - I will not provide transportation to any residents or guests.
    - I will not take personal property of residents or items/supplies purchased by RLDS. This includes but is not limited to: abandoned property, items in the lost and found, and program and office supplies.
    - I will not sponsor, lead or otherwise engage in any fundraising activity that is intended to benefit RLDS staff members. (i.e. no fundraising where proceeds benefit dinners, vacations, etc.)
  - UW Conflict of Interest/Conflict of Commitment
    - A conflict of interest occurs when any employee of the University is in a position to affect significantly the business transactions of the University with an organization in which the employee has an interest. University employees have a
duty to disclose any such conflict or any set of circumstances which may give the appearance of conflict of interest.

- A conflict of commitment arises when professional service or research contracted outside the University, consultations or other outside activities (e.g., outside teaching or business) of an employee interferes with the main duties to students, colleagues, and the primary missions and policies of the University. Conflicts of commitment primarily involve questions of obligation and effort, but are often tied to financial payment or other incentives and, in such cases, may also constitute conflicts of interest.
- Conflicts of interest and conflicts of commitment may constitute a breach of the employment contract and, if not properly disclosed and eliminated or managed in accordance with UW Regulations and Presidential Directives, will result in appropriate sanctions, including the termination of employment, if warranted.

- Perform other duties as assigned.

**STAFF FUNCTION AND INTERACTION**

- Maintain a positive working relationship with my supervisor and keep my supervisor informed of relevant issues, emergencies, and serious situations.
- Perform all administrative functions that my supervisor deems necessary and be flexible when asked to complete tasks.
- Maintain a positive working relationship and attitude with my fellow staff members and other RLDS staff. Should any concerns arise, I will tactfully discuss concerns with the staff member and my supervisor. I will express my ideas in a meaningful way to resolve interpersonal conflicts.
- Report resident and staff incidents to a supervisor, utilizing discretion when sharing information.
- Represent RLDS and the University in a positive manner at all times.
- Perform other duties as assigned.

**COMPENSATION**

As a part of the employment of being a Conference Assistant, Residence Life & Dining Services, will provide:

- $8.00/hour (new staff), $8.75/hour (returning staff). CAs may work up to 40 scheduled hours per week, provided they are not employed elsewhere at UW.
- Furnished suite-style room within the Residence Halls and a 15 meals per week meal plan, effective when Washakie Dining Center is open and operational.

**TERMINATION**

I understand that unsatisfactory performance or breach of agreement can lead to termination of my position. If, after appointment, I elect not to assume my duties or find I am unable to perform said duties, I must notify my supervisor immediately in writing that I am resigning from my position.

- Termination from the CA position may affect eligibility to continue or assume further employment within RLDS.
- Resignation from the CA position prior to the end of the contract may affect eligibility to be considered for future employment within RLDS.
- Separation from the CA position prior to the end of the contract, whether due to resignation or termination, will result in the loss of compensation. Departing CAs will be given no longer than
72 hours from the end of employment to vacate their room, and will be responsible for any housing or dining costs incurred thereafter. The final CA monthly stipend will be prorated based on the last day of employment.

- Prohibited Conduct: Examples of behavior which will likely result in termination includes, but is not limited to:
  o Behavior that is not characterized by integrity
  o Activities that threaten the life or safety of the community
  o Violation of state, local, or federal laws
  o Use of alcohol by staff members under the age of 21
  o Use of alcohol and/or illegal drugs, regardless of age, while being viewed in the capacity of a staff member
  o Severe and/or public intoxication
  o Misuse or unauthorized use of any access system (card encoding, hard keys, room combinations, etc.)
  o Misuse or unauthorized use of Department procurement card, University property, or other State resources

AGREEMENT

I have read and acknowledge the CA Agreement. By signing this agreement, I understand all that is expected and require of me as a CA. I also understand I am giving permission to the Department of Residence Life & Dining Services to access my academic and discipline records and to discuss information relevant to my employment.

I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in probation or termination.

This CA Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated with me by the Residence Life and Dining Services staff within training and throughout the summer.

_________________________________________ Date ________________
Signature of Team Lead Conference Assistant

_________________________________________ Date ________________
Print Name of Team Lead Conference Assistant

_________________________________________ Date ________________
Signature of Associate Director of RLDS or Designee

_________________________________________
Print Name of Associate Director of RLDS or Designee