

McKendree University – Residence Life

Student Staff Member Position Description and Employment Agreement

Overview

The Residence Life Student Staff consists of para-professional student staff members who help maintain a positive and safe community for the residents within McKendree University housing. Each Student Staff Member (SSM) should be available to serve as a resource to students, offer individual assistance, complete programming and event planning expectations, perform administrative tasks with proficiency, and demonstrate responsible and ethical behavior within the community.

This contract is valid from the date of signature by the SSM until the Sunday after the halls close unless otherwise notified. Your employment with McKendree University is at-will and either party can terminate the relationship at any time with or without cause and with or without notice. This, along with the attached job description, represents the entire agreement between you and McKendree University and that no verbal or written agreements, promises or representations that are not specifically stated here, are or will be binding upon McKendree University.

In accepting a position with Residence Life, the SSM agrees to the terms and conditions outlined in this position description and terms of employment. Failure to fulfill these requirements can result in progressive discipline and/or adjustments in compensation. Immediate removal from the position may occur depending on the severity of the concern.

Qualifications - Time Commitment, Academic Requirements, and Personal Conduct

The SSM position involves a significant time commitment and a high level of maturity and responsibility. It is essential that SSMs fully contribute to the core functions of the hall/area by giving full support to all University and Residence Life policies and programs. It is also essential to appropriately balance time to be successful as both an SSM and a student.

SSMs agree to the following:

- With regard to all other outside activities, to hold the responsibilities of the Student Staff position primary and to carry out, accurately and punctually, all duties assigned and described in this contract. Additional employment and other non-academic commitments should not interfere with the SSM's job performance.
 - To adjust outside involvement in clubs and organizations with time requirements of the position. Officer/Executive Board positions beyond membership and committee work must be discussed in advance with the SSM's direct supervisor.
 - Employment other than that of being a SSM must be discussed and approved in advance by the SSM's direct supervisor and the Director of Residence Life prior to acceptance of any additional employment.
 - To be intentional about balancing the SSM role and responsibilities with that of the expectations of athletic involvement by maintaining open, clear, and advance communication with supervisors and coaches.
- To enroll in at least 12, and no more than 18 hours of academic credit during each semester of employment for undergraduate students. Graduate students must have a minimum of 9 credit hours per semester.
- To maintain at least a 2.50 cumulative G.P.A throughout each semester of employment. If the SSM's semester and cumulative G.P.A. drops below 2.50, they may be placed on a probationary status or asked to resign in order to focus more on academics.
- To have exemplary personal conduct at all times and be in good standing with the University (i.e. not in a disciplinary probationary status). The SSM agrees to adhere to all rules, regulations, and policies of the Office of Residence Life, including the policies and procedures outlined in the Student Handbook.
 - Violations may be dealt with via judicial hearing and/or disciplinary action by the department or the Vice President for Student Affairs.
 - Failure to observe any of these rules may result in termination from the position.
- To inform their supervisor regarding plans to be away from campus overnight and/or on weekends so that building coverage can be assured.

Responsibilities

- **Community Engagement:** Foster a sense of community by being actively engaged in the community and helping residents develop respectful relationships with their roommates and neighbors so that they are able to live comfortably.
- **Student Resource, Availability, and Accessibility:** To perform functions including, but not limited to, paraprofessional counseling and advising, conflict mediation, and referral. To be generally available and accessible to residents during reasonable times each day.
- **Administrative Tasks:** To perform administrative functions as assigned and within a timely manner, including but not limited to room changes, lock-outs, hall office assignments, Health & Safety Inspections, weekly/monthly reports, timesheets, sorting mail/packages and other duties as assigned.
- **Good Communication:** Check communication platforms (i.e. McKendree e-mail, voicemails, texts, etc.) daily to stay current on all housing issues, announcements, and postings and respond to residents, colleagues, supervisors, and other university personnel in a prompt and professional manner
- **Role Model:** To serve as a positive representative of the Office of Residence Life and McKendree University for residents, visitors and guests of the University by supporting the decisions, policies, and practices of the office, institution, and state
- **Discipline & Emergency:** To respond in a timely manner to disciplinary and emergency situations, health and safety issues, and general concerns as they arise on the floor and in the residential area and forward necessary documentation immediately following these types of incidents
- **Meetings:** Engage in staff meetings and one-on-one meetings, as instructed by your supervisor
- **Event Planning / Programming:** Plan and implement high-quality floor, building, or area-wide programs in accordance with area programming models
- **Selection:** SSMs are expected to actively participate in the SSM selection process each semester as available
- **Duty:** To serve rotating duty on nights and weekends. The total number of hours per week will vary depending on the number of SSMs on each staff.
 - **General Responsibilities:** Pick up Duty Phone and call into the professional staff on duty by 5:00 pm; complete 3 to 4 sets of rounds; report any emergency, crisis, or troubling situations; enforce and explain university policies, and be accessible and approachable to residents in the area
 - **Weeknight Coverage:** includes prompt responses to calls on the duty cell phone from 5:00 pm – 8:00 am and in-building coverage from 8:00 pm – 5:00 am. SSMs must be accessible by the duty phone within a 10-minute response time at all other times.
 - **Weekend Coverage:** includes prompt responses to calls on the duty cell phone from Friday at 5:00 pm through Monday at 8:00 am. In-building coverage is from 8:00 pm – 5:00 am. SSMs must be accessible by the duty phone within a 10-minute response time between the hours of 7:00 am – 7:00 pm.
 - **Additional Duty:** Circumstances may arise in which SSMs will be asked and expected to pick up additional office shifts, duty days or phone duty as well as fulfill uncommon, yet job-related, tasks.
- **General:** To fulfill the responsibilities of the SSM Contract including additional duties as assigned by their direct supervisor or another professional staff member.

Remuneration

The financial remuneration will be:

- A housing scholarship for a space in housing, this excludes any taxes. International Students should be aware that there is a 14% tax on the scholarship that will be added to your student account.
- A stipend of \$675 per semester which will be paid out on a bi-weekly basis for the duration of the contract.

Please note that in the case of a housing shortage, a roommate may be placed with a student staff member.

Required Attendance: [See Required Dates Addendum](#)

Selection and Placement

The Residence Life Office will make final area assignments according to experience, special abilities, and the goals and objectives of the department. The Student Staff may be reassigned to another area at any time based on the needs of the department. Student Staff members have the option to re-apply for summer and/or another academic year;

however, the appointment is limited to the aforementioned period. Re-application is not guaranteed and is based on record of performance, conduct, and attitude.

Performance Review

The performance of SSMs as a staff members and as a student of McKendree University will be periodically reviewed by your supervisor and the Director of Residence Life. SSMs who are found to not adhere to the specific details of this agreement may be asked to resign from their position.

Resignation or Termination

Should the SSM decide to resign, we request that they give the Director of Residence Life a two-weeks written notice. If the SSM resigns of their own volition or is not re-appointed for another year, a new room assignment will be made by the Assistant Director of Residence Life. Ordinarily, this room assignment will not be in an area in which the SSM has served as a staff member, if possible. The University reserves the right to terminate appointments at any time for unsatisfactory performance or just cause. When the SSM is dismissed, this work agreement becomes null and void, and remuneration will cease as of the date of dismissal. An SSM who have been dismissed will not be permitted to live in the area in which they have most recently served, if possible. If a resignation or termination occurs during the course of a semester, it will be the responsibility of the SSM to repay a prorated portion of the SSM scholarship. Resignation may require an exit interview with the Director of Residence Life (or their designee).

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Acknowledgement and Acceptance**

I _____ (print name) agree that by signing below I will abide by all of the guidelines stated above from this date (____/____/____) until the end of my employment with the Office of Residence Life. I understand the terms and conditions, the expectations, and duties as assigned of the position and acknowledge the requirement of my attendance and participation during the dates listed. I understand that failure to adhere to the aforementioned requirements may impact my current employment and/or future employment within the Department of Residence Life. I recognize that employment is at will, subject to continuation or discontinuation by the discretion of the President, Vice President of Student Affairs, and/or the Director of Residence Life.

Student Staff Member's Signature

Date

Hire Confirmed by Director of Residence Life

Date