

**CONFERENCE ASSISTANT  
POSITION DESCRIPTION & AGREEMENT  
2019**

**HOUSING AND RESIDENCE LIFE INTRODUCTION**

- 1) Mission:** The Department of Housing and Residence Life's (from this point onward DHRL) mission is to provide students living in university housing with a safe and secure environment that is conducive to academic and personal achievement.
- 2) Residence Life Vision:** Providing quality opportunities and connections for academic and personal growth.
- 3) Statement on Diversity and Inclusiveness:** DHRL strives to create a community where each person feels welcomed and valued for their own individual contribution.
- 4) Student Development and Enrollment Services - Vision:** Student Development and Enrollment Services empowers students to succeed by adding values."
- 5) UCF Creed:** We advocate DHRL staff uphold the UCF Creed: Integrity, Community, Creativity, Scholarship and Excellence.

**CONFERENCE ASSISTANT OVERVIEW**

The CA position is a live-in position, whereupon, you are responsible for facilitating a positive community among residents, promoting a safe and comfortable living environment, and serving as a departmental and university representative and role model, all while living in a department assigned unit within a DHRL community. This position description and agreement serves as an overview of the DHRL expectations of your CA position with additional community specific expectations provided by your supervisor.

**CONFERENCE ASSISTANT REQUIREMENTS AND QUALIFICATIONS**

If there are circumstances which may impact your qualifications, or your ability to perform your duties, it is your responsibility to inform us immediately.

**Residency:** Your position requires that your assigned unit/placement is considered your primary place of residence. Additionally, you will be required to sign a housing agreement or Knights Circle lease and you are responsible for reading and understanding all terms and conditions of the agreement/lease. This means that outside of days you are off or on leave, you are required to live in your assigned unit. Your assignment/placement is at the sole discretion of the DHRL and may be altered based upon need. In addition, if you resign or are released from the CA position you be held to your agreement/lease terms and conditions unless there is no space available. You will not be able to continue to live in your assigned CA apartment unit, nor will you be able to sublet the lease of your CA assigned unit. Depending on the terms of being released from CA position you may not be approved to remain in our communities.

**Background Check and Release of Information Authorization:** In order to safeguard the student community, the University will request a report or an investigative consumer report for student employees, which may include, but is not limited to, academic, residential, achievement, previous employment verification and/or job performance, workers compensation, professional licenses, credit reports, driving history, and criminal history records. Your hire status is always conditional upon a successful verification.

**Enrollment:** You must be a UCF student to apply for the CA position. Summer class registration is not required for summer employment as a CA, but you must still be an active/enrolled student at UCF. Please note that if you are not enrolled during the summer semester your taxes and compensation will be impacted.

- **Medical Withdrawal and Grade Change:** If you seek to request a medical withdrawal, or grade change, you will communicate with your supervisor immediately. A timeline for departmental approval will be worked out with your supervisor (under the guidance of the Associate Director) that requires verification from the department/college/registrar.

**Government Approval:** You must be approved to work by the U.S. government throughout the duration of your employment. Any international student hired to be a CA should consult with International Student Services to verify all pertinent materials are in order to hold the position.

**GPA:** You must meet the required 2.5 cumulative GPA and maintain this GPA for the duration of your employment. If your semester or cumulative GPA drops below 2.5, you will be placed on employment probation for academics for the next registered semester. Any repeat occurrence of dropping below the 2.5 GPA may result in release from the CA position. If you are also enrolled at another institution your GPA will need to meet the 2.5 requirement.

**Office of Student Conduct:** You must maintain a clear student conduct record from your offer date until the end of employment to remain qualified for the CA position. Any previous conduct matter with Housing and Residence Life and or the Office of Student Conduct will be reviewed for consideration during the selection process.

**Outside Employment/Additional Commitments:** Due to the responsibilities of the CA position, outside employment and/or additional commitments may only be permitted with supervisor approval. All outside employment/additional activities will be limited to no more than 14 hours per week. Outside employment/additional commitments that require approval include but are not limited to academic and non-academic internships, time intensive academic commitments and student leadership commitments. Furthermore, CAs should not hold a major campus position or participate in activities which might constitute a conflict of interest with the Conference Assistant position. CAs in good standing with the department may seek supervisor approval to exceed the 14 hours.

**Academics:** We make reasonable accommodations for your academic commitments. However, you must be prepared that certain responsibilities of the position are non-negotiable. If you have internships or classes that may interfere with responsibilities outlined in this document, then you will need to discuss this with a supervisor to verify if you have conflicts that cannot be accommodated. Any internship or class that poses a conflict such as leaving early from duty or arriving late to duty, may be accommodated, but requires Assistant Director approval.

**Performance Evaluations:** You will be evaluated midway through a semester, at the end of each semester and on an on-going basis by your supervisor.

**Rent:** As a CA, your rent payment is subsidized and is considered part your compensation. In the event you resign or are terminated prior to completion of the agreement, you may be charged rent. For any financial hardship that arises please consult with the accounting staff in advance of the deadlines for rental payments, as able. Failure to pay or communicate appropriately could result in employee discipline. If you are hired mid-semester, your rent will be prorated based upon your move-in date.

**Status of Employment:** This position description/agreement is effective **5/3/2019** and ending **8/8/19**. You can apply to return the following year.

**Termination of Employment:** Employees in Florida are considered at-will employees. This means the DHRL reserves the right to release an employee for disciplinary reasons, instances of occupancy capacity, staffing needs, etc. DHRL will give advance notice for anything not job action related as it is our intention to keep staff in their positions provided they continue to perform well. All job action items are addressed through the employee discipline process. You may be held accountable for any related costs if you resign or are released from your position.

**Time Away:** CAs are required to live in their assigned CA unit full time. However, CAs are able to be away up to 18 nights per semester without impacting compensation and job status. A night away constitutes any evening in which a CA is not within the community by 3:00am and/or unable to perform their role as essential personnel. Supervisor approval is required for more than two consecutive nights away. DHRL encourages staff to take time away throughout the semester to maintain a positive work-life balance.

**Operation of Department Vehicles:** CAs must a valid US driver's license and current automobile insurance policy in order to operate to departmental vehicles. CAs must complete the UCF Utility Cart Safety course (EHS801) prior to operating the vehicles. Vehicles include: golf carts, vans or automobiles. CAs must submit copies of driver's license and proof of insurance to the Conference Coordinator or Area Coordinator prior to operation fo any departmental vehicle.

## CONFERENCE ASSISTANT RESPONSIBILITIES

**Duty:** Duty includes, but is not limited to, office hours, rounds – internal and external, check in/outs, room checks, lockouts, work orders, RA assigned tasks and incident response, etc.

**Weekend Duty:** You are required to work Weekend Duty shifts each semester, Friday (4:45 pm)-Saturday (5:00 pm) and Saturday (4:45 pm)-Sunday (5:00 pm) Sunday. Weekend duty nights can be split (Fri or Sat) or combined (Fri & Sat).

**Weeknight Duty:** You are required to work one Weeknight Duty Shift (Sunday-Thursday), 4:45pm to Midnight in the office and Midnight to 8:00am “on call” (in room to respond to incidents as needed).

**Office Duty:** The CA is required to work three office hours each week during the hours of 8:00am to 5:00pm. These will be assigned at the start of the summer.

### **Administrative:**

- **Email:** You are required to use your provided @ucf.edu email as your primary means of electronic communication for work-related emails. You are required to check your email every business day unless on approved leave.
- **Facilities:** Report maintenance concerns or assist residents in how to report their concerns in the same day.
- **Flyers and Postings:** Post all flyers and other materials provided to you by your supervisor.
- **Mailbox:** Check your mailbox in your community office daily, unless on your day off or on approved leave.
- **Meetings:** All community DHRL staff meeting times will be decided prior to the start of each semester. Class schedules are the only valid reason that will be factored into this regularly scheduled meeting time. You are required to attend your weekly staff meeting, unless first given permission to be excused by your supervisory staff. You are also required to attend regularly scheduled individual 1-on-1 meetings (30min-1hr) with supervisory staff.
- **Occupancy Checks/Roster Verifications:** Assist in verification of resident/camper occupancy each semester under supervisor direction.
- **Room checks:** Rooms are checked on a frequent basis
- **Key Inventories:** Pre and post group key inventories are required.
- **Linen placement:** On occasion linen placement is required
- **Incident report writing:** As needed
- **Other responsibilities:** As deemed necessary.

### **Leadership:**

- **Leadership:** CAs are expected to be the presence of leadership in the building. The CA is expected to be professional and proactive when dealing with campers as well as other staff members.
- **Team Partnering:** The CA is expected to work with staff members to partner on conference logistics. The team members will actively communicate with others and group cooperation is expected.

**Staff Development:** On occasion, individual staff, or the DHRL will facilitate staff development opportunities beyond set requirements or expectations. These are optional events and we only ask that you notify your supervisory staff in advance of your attendance for planning purposes.

**Training and Development:** All training and development events are required. Life changing events or reasonable academic exceptions may be directed to your supervisor and they will be addressed on a case by case basis. CAs can expect to go through training in May, as well as in-services.

**Essential Personnel:** CAs are considered essential personnel, as such you will respond as directed to UCF emergency situations. You may be required to be on duty during University-wide events such as hurricanes or other emergencies when all Housing and Residence Life staff are needed. These instructions will come from the Director or his or her designee.

**Group Check-In and Out:** You are required to work a shared amount of group check-in and check-outs during the 2019 summer as scheduled.

### CONFERENCE ASSISTANT COMPENSATION

All responsibilities AND expectations are based on a May to August agreement and compensated in the form of reduction of rent for your assigned unit and in monetary payment per your community assignment.

CAs are expected to work on average 25 hours per week. During certain times of the year. CAs may work more than 25 hours a week and during certain times of the year (mid-semester, finals week, etc.) CAs may work less than 25 hours a week. Depending on your community placement will determine the way your compensation is dispersed.

#### **Pay**

**Hercules, Nike, Libra, Apollo, Lake Claire, Gemini, Orion, Neptune, Rosen and Northview CAs** are compensated in the form of a bi-weekly check and room accommodation.

### IMPORTANT DATES

To do our best efforts to ensure your best success in the role we provide you these important dates to assist you in your planning. All dates below are mandatory work days.

May Training	May 3-10	Summer RA/CA Training
July 4 <sup>th</sup>		Required work day/weekend
May 6		Student Staff move day
August 4		Student Staff move day

***\*All dates are subject to change***

**Personal Responsibility:** You have read, fully understand and accept the terms and conditions outlined in this position description and agreement and accept the position for the appointment term(s) associated with this position. You also understand that you are responsible for *the UCF Golden Rule*, the Department's *Community Living Guide*, Housing and Residence Life training, policies, protocols or directives from your supervisor. This position is employment and not a voluntary organization/Registered Student Organization (RSO). Your work assigned duties are considered mandatory unless stated otherwise, and your involvement in academics, RSOs and other jobs is not automatically considered a valid excuse to miss employment responsibilities. You are expected to request approval to miss stated work responsibilities.

**CA Name (Print):**

**PID:**

**CA Name (Signature):**

**Date:**

The Department of Housing and Residence Life (DHRL) reserves the right to change and update policies, procedures, protocol, position descriptions, agreements, expectations and any addenda as needed. You will be notified in a timely manner of such changes