SUMMER CAMP ASSISTANT CONTRACT
2018

Name: ___________________________ MU ID: ___________________________

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<th>ARRIVAL</th>
<th>DEPARTURE</th>
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<td>Summer 2018</td>
<td>ALL Camp Assistants</td>
<td>Wednesday, May 16, 2018</td>
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Responsibilities of the Position

- Prep buildings with information and signage
- Distribute, collect, maintain, and organize keys
- Assist with conference/camp group check-ins and check-outs
- Inspect rooms prior to and after conferences/camps
- Provide service in a pleasant, helpful, and effective manner to staff, participants, and other conference constituents
- Complete scheduled office hours each week (TBA based on conference/camps schedule)
- Complete other tasks from supervisor as assigned

Terms of Employment

✓ CA must have been a full-time student in the last spring semester.
✓ CA must be in good standing with Mercer University and the appropriate academic college.
✓ CA must remain in good judicial standing with the University and Office of Residence Life.
✓ CA must comply with all departmental, university, local, state, federal policies, and laws.
✓ CA must live on campus in assigned room during the time of employment.
✓ CA will be required to meet a minimum 2.5 cumulative grade point average and a 2.5 semester grade point average at the time of applying and throughout their term of employment.
✓ CA should not work more than 20 hours outside work, internships, etc.
✓ CA should not carry more than 9 hours of course work per summer session unless he/she receives prior written permission from the Area Coordinator. In cases with extremely low semester and/or cumulative GPAs, as determined by a member of the Residence Life Team, a CA may be terminated from his/her position immediately.
✓ CA is hired for the entire summer (May-July). Residence Life does not usually permit mid-summer transfers to another building assignment at any time.
✓ CA must participate in all scheduled staff training sessions.
✓ CA is expected to abide by and enforce all published policies by Mercer University and the Office of Housing and Residence Life.
✓ CA will report for work the day indicated, remaining until the day specified by the Office of Housing and Residence Life. Staff should not anticipate leaving their position prior to the official departure date.
✓ CAs are not guaranteed interim housing. When possible, the Area Coordinator may offer interim housing to CAs that currently reside in University owned buildings and/or when the student is continuing employment for the Office of Housing and Residence Life.
✓ All students living on campus are required to sign a Housing Contract, which applies to the entire summer. In the event of resignation or termination, the CA will be required to move out from the designated CA room assignment within 72 hours of the resignation or termination. Review the housing contract for specific information regarding housing policies.

Compensation

✓ Compensation includes a room with utilities, cable, and internet service provided during the appointment term, in which they are assigned.

CA Assignment

✓ Each CA’s bed-space assignment is the sole decision of the Residence Life Leadership Team.

CA Responsibilities

✓ Referral Agent:
  - Maintain a working knowledge of campus and community resources in order to properly assist camps with issues and concerns.
  - Act as a referral agent for camps and assist them in finding appropriate campus and community resources.
Team Member

Training
- Attend and participate in all staff training sessions. These dates include, but are not limited to:
  - **Summer Training (May 16-18 2018)**
- During CA training periods the CA position is first priority. Permission to miss any part of CA training or mandatory staff meetings is carefully granted. Such requests by a CA must be discussed with his/her supervisor. Requests must be submitted at least two weeks in advance.

Staff Meetings/Expectations
- Attend and actively participate in weekly staff meetings; contribute to the efficient functioning of the assigned camps/conferences.
- Meet all additional requirements and expectations outlined by his/her supervisor and the Office of Residence Life.

Communication and Rapport
- Maintain ongoing constructive communication with Area Coordinators, Graduate Hall Directors, fellow CAs, and other Residence Life staff members. This includes, but is not limited to, a CA checking his/her staff mailbox, phone messages, and campus e-mail messages. This also includes attending all scheduled 1-on-1 meetings with his/her supervisor and initiating conversations with his/her supervisor when necessary.
- Establish and maintain positive relationships with all Area Coordinators, Graduate Hall Directors, fellow CAs, Residence Life Professional Staff, Housekeeping and Facilities Staff, Mercer Police and all other staff who work in conjunction with Residence Life.

Administrator

CA Equipment and Supplies
- Maintain appropriate use of and full control for any/all keys, equipment, and supplies assigned to him/her. Losing keys will result in probation or termination. CAs will also be held responsible to pay full restitution for keys, equipment, and supplies lost or not returned.

Camp Check-ins and Check-outs
- Be available to complete all tasks assigned by the Office of Residence Life and his/her supervisor for camp/conference check ins and check outs as well as tasks required during duty hours. The specific dates for these periods will be discussed during the mandatory weekly staff meetings.
- Complete pre/post walk through of assigned camps/conference’s buildings to assess for damage and maintenance issues.
- All dates are subject to change during the course of the summer based on changes in the Office of Residence Life and Mercer University’s Academic Calendar. Additional Check In/ Check Out procedures vary according to each supervisor’s discretion. Any CA needing to request early or late arrival must get approval from their supervisor.

Time Away
- A CA must notify their direct supervisor should they be away.
  - Time away from campus will be granted on a first come, first serve basis.
  - Half-staff is required at all times for emergency situations.

Paperwork
- Complete all paperwork in an accurate and timely fashion.
- Paperwork will include, but is not limited to, Camp folders/materials, communication forms, and other paperwork provided by a supervisor.

University Representative
- Assist in the development of an open, just, caring, disciplined and celebrative living environment by fulfilling responsibility to:
  - Serve as a positive role model and effectively confront inappropriate and negative behaviors.
  - Act as a positive and professional University and Residence Life representative at all times.
  - Demonstrate behavior and actions that are inclusive to all members of the camps/conferences.
  - Refer any inquiries/comments/questions by media representatives to the Director of Residence Life and avoid talking to media representatives in your capacity as a CA.
  - Support and promote diversity in the residence halls as well as in the campus and Macon community at all times.
  - Avoid involvement in judicial matters regarding residence hall residents (i.e. petition, letter, etc.).
  - Demonstrate exemplary behavior at all times, both on and off campus and even in hometown or permanent residence settings.

Safety/Security Agent
- Serve in the CA on duty rotation.
- Respond to student crisis situations, facility, and maintenance concerns.
- Actively confront and document all policy violation situations in a timely manner.
- Reference and enforce all University and Residence Life Residence Hall policies and procedures at all times.
CA Daily Cell Phone Use Acknowledgement

Effectively and be seen as a good model

As Office of Residence Life staff members, you are held to a higher standard of ethical conduct both by university administrators and students. It is important for all staff members know that the Office of Residence Life will take action and be seen as a good role model.

It is important for all staff members to be aware of the Office of Residence Life's policies with respect to cell phone usage. This includes not using cell phones during Duty rounds and when the Office of Residence Life has determined that this behavior is inappropriate online or through other technologies, such as cell phones, which may hinder them from performing their job and not in an online forum.

1. Staff members should not post disparaging comments about the CA position, the Office of Residence Life, or its staff members. This can include posting pictures or comments which promote or condone irresponsible alcohol consumption.

2. Staff members that are of legal age to consume alcohol should use great caution in mentioning alcohol or alcohol-related activities. However, to ensure staff members do not convey messages or images which may hinder them from performing their job or their ability to perform their job effectively and be seen as a good role model.

3. Staff members should not post derogatory or indecent comments or pictures. This includes posting pictures or comments which promote or condone underage drinking, binge drinking, intoxication and related activities. However, to ensure staff members do not convey messages or images which may hinder them from performing their job or their ability to perform their job effectively and be seen as a good role model.

4. Staff members should not post disparaging comments about the CA position, the Office of Residence Life, or Mercer University (including its students, faculty, and staff). Critical feedback should be discussed with a supervisor in private and not in an online forum.

Staff Role Modeling Expectations in Cyberspace

As leaders at Mercer University, Residence Life staff members must be viewed as role models both on and off campus and online. Use great caution when using online forums by making every effort to avoid posting or conveying anything which may hinder them from performing their job or their ability to perform their job effectively and be seen as a good role model.

Staff members should not post photos or images of themselves which promote or condone irresponsible alcohol consumption.

Activities. This can include posting pictures or comments which promote or condone irresponsible alcohol consumption.

Since underage staff members cannot legally consume alcohol or participate in alcohol-related activities, this can include posting pictures or comments which promote or condone irresponsible alcohol consumption.

As Office of Residence Life staff members, you are held to a high standard of ethical conduct both by university administrators and students. Use great caution when using online forums by making every effort to avoid posting or conveying anything which may hinder them from performing their job or their ability to perform their job effectively and be seen as a good role model.

As Office of Residence Life staff members, you are held to a high standard of ethical conduct both by university administrators and students. Use great caution when using online forums by making every effort to avoid posting or conveying anything which may hinder them from performing their job or their ability to perform their job effectively and be seen as a good role model.

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As Office of Residence Life staff members, you are held to a high standard of ethical conduct both by university administrators and students. Use great caution when using online forums by making every effort to avoid posting or conveying anything which may hinder them from performing their job or their ability to perform their job effectively and be seen as a good role model.
The CA on duty will sign out the hall/area’s duty cell phone from the Office of Residence Life at the beginning of his/her shift Monday-Friday. On Saturday and Sunday, it is the responsibility of the staff members to switch the duty phone with the next individual on duty. This is to ensure accountability for the phone in case of loss, damage or misuse. Misuse includes, but is not limited to: making personal calls, receiving personal calls, text messaging, providing the phone number to entities who are not in need of the number, etc. Personal calls shall be defined as calls made or received not in the line of CA duty and/or on duty responsibilities. This includes all local calls.

No personal calls or text messages should be made or received on the duty cell phone. When a CA signs out the duty cell phone from the Office of Residence Life, that CA staff member is completely responsible for the phone until it is checked back in or signed out in the Office of Residence Life by another staff member. The CA understands that he/she is accountable for any loss, damage, or misuse of the phone while it is checked out to them. The CA understands that any loss, damage, misuse of the phone may result in job probation or termination.

**The Lair and Residence Life Housing Handbook Acknowledgement**

The CA understands that the purpose of the Lair and the Residence Life Housing Handbook is for the staff member to know and understand all aspects of their duties as a CA. The CA acknowledges that they are responsible for upholding all of the requirements, tools, and instructions that accompany the Housing Handbook. The CA also understands that if they are unsure of appropriate protocol with regard to a particular situation, they will consult and use the Housing Handbook as a resource to assist them with making sound decisions. At no time will the CA discredit or shirk the information accompanied within this document.

The Lair and Housing Handbook are available to the CA at all times. The CA will take time to read the Lair and Housing Handbook as well as use it to assist the CA in various situations. The CA will know where these documents are located and CA staff are not exempt from upholding the requirements and instructions found within the Lair and Housing Handbook. Failure to abide by the instructions and information in the Lair and Housing Handbook can lead to job probation and in some cases immediate termination. The CA will make a conscious effort to confer with their Area Coordinator if they have any questions or comments about the Lair or Housing Handbook. The CA acknowledges that overall; the Lair and Housing Handbook are put in place as tools to assist them in doing an exceptionally good job.

**Conference/Camp Assistant Confidentiality Statement**

*Statement of Understanding of The Family Educational Rights and Privacy Act (Buckley/Bliley Amendment)*

The CA understands that because of their employment with Mercer University as a Camp Assistant, they may have access to confidential information regarding other Mercer University students’ records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Right and Privacy Act of 1974 (FERPA) and the Gramm Leach Bliley Act (GLB) [Please see Resident Assistant Manual for further description].

The CA acknowledges that he/she fully understands that disclosure of this information to any unauthorized person could subject the CA to criminal and civil penalties imposed by law. The CA further acknowledges that any such willful or unauthorized disclosure also violates the Mercer University policy on privacy rights for students, employees, and others, and could constitute just cause for disciplinary action including termination of their employment regardless of whether criminal or civil penalties are imposed.

By signing this document, the CA agrees to keep all student, employee, and other records and information of all kinds, and any personnel or business files confidential. The CA will not disclose any type of information or records to any unauthorized person while working for Mercer University, or after my employment at the university.

The CA also understand that he/she many not ever guarantee complete confidentiality to residents or other students who disclose personal information to them in the course of their role as a Camp Assistant. The CA acknowledges that at times he/she must share privileged information with their supervisor and will communicate this responsibility to their residents so that they understand the CA’s responsibility as a Resident Assistant.

**Probations/Terminations/Resignations**

The Graduate Hall Director and/or Area Coordinator reserve the right to place a CA on probation or to terminate a CA from the CA position if the CA fails to complete any/all of his/her position responsibilities.

If a CA is placed on probation for any reason (grades, programming, job performance issues, etc.), the CA may be required to resign from any paid employment. Decisions regarding limiting involvement in other non-academic time commitments will be made by the supervising Graduate Hall Director and/or Area Coordinator. If a CA on probation fails to meet the requirements and fulfill position responsibilities, or the terms of the probation, he/she may be terminated from the CA position.
Appeals
In the event that a CA is terminated from the position, the final appeal of the decision to terminate will rest, in most cases, with the Director of Residence Life. Specific appeal information will be stated within the CA’s termination letter. If a CA is terminated, CA involvement with fellow staff members and/or his/her residents (i.e. petition, letter, etc.) during the appeal process will not be allowed. Once a CA submits a letter of appeal, the CA forfeits the ability to resign from his/her CA position.

Signatures
I certify that I have given true, accurate and complete information on all application paperwork and during interviews with Office of Residence Life staff. I understand that if it is determined that I have given untrue, inaccurate or incomplete information I may be released from the CA position. I also understand it is my responsibility to contact my Graduate Hall Director or Area Coordinator to provide updated information if there is a change in any information I have provided during the selection process and/or the duration of the CA Contract.

I acknowledge that records regarding my role as a Resident Assistant (CA) are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C & 1232g; 34 CFR Part 99. However, I hereby authorize Mercer University, in its sole discretion, to release my name and/or other relevant information Mercer has in its possession relating to the course and scope of CA duties.

I have read and understand the responsibilities and expectations as outlined in the CA Contract. Effective the day I sign this contract, I agree to fulfill the aforementioned CA duties and expectations and will abide by all Office of Residence Life and Mercer University policies and procedures. I understand that my signature below authorizes the Office of Residence Life to review my disciplinary files and my academic records.

CA Signature __________________________  CA Printed Name __________________________  Date __________________________

I have reviewed the CA Contract agreement with this student. It is my responsibility to assure that these expectations are satisfactorily met.

Area Coordinator Signature __________________________  Date __________________________

Assistant Director of Housing and Residence Life Signature __________________________  Date __________________________