

2023-24 Community Manager (CM) Agreement

The dates outlined in this

- B. I will be present in my community and on campus during important times of the year, including the duration of Week of Welcome (including the first full weekend of both the fall and spring semesters), all residence hall closing weeks and weekends in both the fall and spring semesters, and Resident Assistant (RA)/CM Selection Weekend(s). This also includes Spring Break, holidays, and university closures.
- C. I will be available and accessible daily to have intentional interactions with my residents in accordance with the residential curriculum. My availability will meet the needs of all residents and their various schedules so that all residents have an opportunity to reach me on a regular basis.
- D. I will be available for weekly staff meetings at the time established by my supervisor. The only commitments that will be considered in scheduling this meeting will be academic classes and academic testing.
- E. I will follow all guest policies, including those that may be included in applicable Student Housing Addendums. I will not have visitors for extended periods of time as this may interfere with my accessibility to my residents in real or perceived ways.
- F. I understand that while I may serve my organization/chapter as an executive board member, I must prioritize my CM position. My executive board role will not take priority over my CM job responsibilities.
 - i. CMs are unable to serve as President for their organization/chapter.
 - ii. CMs are unable to serve as Recruitment Guides.
- G. Other paid employment, applied experiential activities, and significant club participation must be balanced with the time commitments of the CM role. However, if other paid employment, research assistantships, f1 0 0 ()JTJETQq0.00000912i00000912 0 612 792 reWḥBT/F2

K. I will work collaboratively with my fellow staff members, Living Learning Community partners, campus partners, and my supervisor to

I understand that I share responsibility for staff coverage during break periods, university closures, and holidays when residence halls and Greek Village are open, such as November Break, Winter Break, Spring Break, etc.:

A. I understand that Greek Village is open year-round. Before making plans, all vacation/travel requests must be

- A. I recognize that the CM position is security-sensitive and therefore requires successful completion of a background check prior to being hired.
- B. I understand that I must commit to a full academic year, and I do not intend to graduate prior to the conclusion of this agreement (May 2024).
- C. FERPA & Buckley Waiver: I authorize and consent to the release of my records which shall include my GPA, confirmation of enrollment, and conduct status at the University of South Florida for the purpose of verifying my qualifications for a Community Manager

relationship is not self-reported, this may result in progressive discipline, up to and including termination from the CM position. If you are unsure as