CORNELL UNIVERSITY
Ithaca, New York

CONDITIONS OF EMPLOYMENT 2017-2018
Student Assistant – House System

[Name] is appointed as Student Assistant (hereinafter also referred to as "SA") for the period from Monday, August 7, 2017, 8:00am (with Sunday, August 6 as a travel day) to no later than 10:00am on Tuesday, May 29, 2018 in accordance with these Conditions of Employment. Appointment dates may be modified in accordance with academic calendar changes. This appointment is for the academic year and there is no obligation to renew this appointment. The appointment may have an impact on the financial aid package and it is the SA’s responsibility to notify the Financial Aid Office to determine possible impact.

Living in the House is a requirement of the position. In order to fulfilling the position responsibilities, a single room will be assigned, which includes ResNet service.

Dining regularly with residents is a requirement of the position. In order to fulfill the position responsibilities, a 20% discount on a House Meal Plan will be granted.**

**Remuneration:**
- Stipend of $500 – first year, $600 – second year.

**Responsibilities:** The SA lives in the House and serves as an assistant to students. The SA provides information about University services and resources, participates in House programs and activities, and assists with the implementation of educational, cultural and recreational activities. In addition, the SA is expected to participate in the official openings and closings of the House at the beginning and end of each term and assist during Senior Week and Commencement weekend. In order to effectively implement the responsibilities indicated herein and described in the SA Position Description and the Student Staff manual, it is understood that the SA must initiate and respond to regular communication with her/his House Professor-Dean and Assistant Dean, and the House operations staff (e.g. administrative assistant, dining, custodial and maintenance staff). The SA can expect to be actively involved in her/his role as SA for approximately 10 hours per week.

**Specific Provisions:** This appointment is subject to the following specific provisions:

1. Live in the House and dine with house students regularly.
2. Fully participate in staff pre-term training in August and in any other training that may be scheduled throughout the fall and spring.
3. Attend and participate in all regularly scheduled staff meetings.
4. Attend and participate in all House Dinners.
5. Be available and accessible to residents whenever the House is open for student occupancy.
6. Meet with his/her supervisor on a regular basis (to be mutually determined) to discuss assigned responsibilities and job performance.
7. Participate in university activities, which may include Family Weekend, Housing tours, In-House lottery, and Slope Day.
8. The SA must receive approval from the Assistant Dean or House Professor-Dean in advance of any absence from the House longer than 24 hours.
9. SAs may not hold additional assistantships, fellowships, or part-time jobs, or participate in extracurricular activities that would interfere with the primary function of carrying out the responsibilities of the SA position. All outside or additional positions must be reported to and approved by the Assistant Dean or House Professor-Dean prior to accepting any such activity.
10. SAs are subject to all University regulations as well as those contained in the housing/dining contract and House Rules.
11. The SA must be a full-time enrolled student and in good academic standing throughout the appointment period. Any changes to this status must be reported immediately to the appropriate supervisor.
**Termination:** If an SA’s full-time student status ceases, his/her appointment will automatically be terminated prior to its normal expiration date. The House Professor-Dean and the Assistant Dean may also terminate the appointment for failure of the SA to satisfactorily perform assigned duties, for conduct deemed negative or inappropriate, or for breach of these Conditions of Employment in any of its provisions. Termination, mutual or otherwise, will result in cancellation of the room assignment, and discontinuation of the House Meal Plan discount.

**House Meal Plan Discount:** SAs, like all House residents, are required to enroll in one of the House Meal Plans. SAs will receive a 20% discount on the plan in which they are enrolled. The Dining administrative fee is not included in the discount. The credit of a 20% discount will be received at the end of the semester. If appointed both as an SA and a Dining employee, only one discount will be available.

This appointment will become effective upon signature and receipt of the Conditions of Employment to the Assistant Dean.

I HAVE READ AND UNDERSTAND THE FOREGOING CONDITIONS OF EMPLOYMENT. I ACCEPT THE APPOINTMENT AND AGREE TO ABIDE BY THE CONDITIONS OF EMPLOYMENT.

______________________________  __________________________
Signature                                  Date