



WILLIAM & MARY

CHARTERED 1693

## Community Advocate Employment Agreement

Your electronic signature on this agreement must be completed by **August 12, 2024** and constitutes acceptance of the proffered agreement as a Community Advocate with Residence Life for the 2024-2025 academic year. Your offer is indicated on the offer page in the Employment Portal. In the event of a long-term university evacuation or unplanned closure, employment and compensation will be suspended or terminated as deemed appropriate by Residence Life regarding the academic calendar and delivery of instruction.

**The period of employment extends from August 12, 2024, through the closure of buildings on Wednesday, December 18, 2024. The appointment will resume on January 16, 2025, until the closure of buildings on May 19, 2025.** The dates listed are tentative and subject to change if the institution announces adjustments to its operational or instructional calendar.

Community Advocates are required to attend and participate in all staff training sessions and events held in spring 2024, August 2024 and spring 2025. Additional attendance requirements may include other training and meetings held throughout the academic year.

Compensation for the Community Advocate position will be an hourly pay-rate of \$12 per hour paid semi-monthly. Your first paycheck/direct deposit will be issued on or about September 1, 2024, and your final paycheck on or about June 1, 2025. This appointment is confirmed with the understanding that you will fulfill the duties of the Community Advocate as directed by the Community Advocate position description, the Graduate Assistant for Community Development, the Assistant Director for Residence Life, and/or this office. Community



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Advocates are expected to work an average of 6-8 hours per week during the fall and spring semesters according to the dates stated above. Primary communication with the Office of Residence Life will come through email and Microsoft Teams and it is expected that both will be set up and checked frequently.

Staff must serve as role models within the campus community; as such, Residence Life sets behavioral expectations important to the well-being of the students that the CCD serves. Residence Life reserves the right to terminate or request the resignation of a staff member whose work or/and does meet set expectations set by Residence Life. The performance management process and dismissal procedures are outlined in the Student Staff manual.

If you are not currently enrolled at William & Mary or officially accepted for fall 2024, this will serve as a conditional offer until you are accepted or until May 1, 2024, whichever comes first. You must be enrolled to be eligible for this position. You are responsible for communicating your student status and intentions to Residence Life by no later than May 1, 2024. Failure to comply will result in this offer being rescinded.

We look forward to the contributions that you will make to the Residence Life Staff and the Center for Community Development at William & Mary. Welcome and congratulations!