



DIVISION OF STUDENT AFFAIRS

CONFERENCES & VISITOR SERVICES

Conditions of Employment

Please read the following conditions carefully before proceeding.

Employment Period and Availability

You must be available to work for the entire period of employment associated with your position. Employment may begin as early as May 2027 and continue through August 2027. The specific employment period varies by position and may include required work hours during the spring, as outlined in the applicable job description.

Supervisors are also required to attend mandatory spring semester office hours as part of their employment responsibilities.

Staff members are expected, but not guaranteed, to work approximately 30–35 hours per week. Overtime may be required during periods of peak occupancy. These peak occupancy periods will be communicated prior to the start of the summer.

Additional Employment

As a C&VS employee, you may not hold another on-campus position during the May 2027–August 2027 employment period unless you receive prior written approval from your professional staff supervisor.

If approval is granted for an additional on-campus position, you may not exceed a combined total of 40 work hours per week across all on-campus positions. You are responsible for monitoring your hours and ensuring compliance with this limit.

Required Training, Meetings, and Events

You are expected to attend and participate in all mandatory events during your employment period, including, but not limited to, training sessions and team meetings.

In-person training and move-in activities are projected to begin as early as May 21, 2027. Virtual training, meetings, and other required components may also be assigned prior to May 21, 2027 and must be completed by the deadlines established by your supervisor.

Work Schedule

Late-night, early-morning, evening, weekend, and holiday shifts are required as part of employment with C&VS.

Summer Coursework and Outside Commitments

Supervisors

Due to the nature and demands of supervisor positions, supervisors are strongly discouraged from having additional employment or other significant work commitments during the summer employment period.

Supervisors must discuss any additional employment or significant outside commitments with their professional staff supervisor prior to accepting an offer with C&VS.

Supervisors may enroll only in online summer courses that are fully asynchronous. Any approved coursework must not interfere with required work hours, training, meetings, events, or other responsibilities associated with the position.

Supervisors must communicate their planned summer course schedule with their professional staff supervisor prior to accepting an offer with C&VS.

Assistants

Assistants may enroll in summer courses; however, all summer class schedules must be communicated to their professional staff supervisor prior to the release of work schedules in When2Work.

Summer class schedules must also be submitted in writing for approval prior to the first day of class. Class schedules may not conflict with required work hours, training, meetings, events, or other responsibilities associated with the position.

Depending on the position and operational needs of C&VS, summer courses may not be permitted during a given summer session. Class schedules will be reviewed and approved on a case-by-case basis.

Dress Code and Staff Uniform

You are expected to report to each scheduled shift wearing the required staff uniform, including your staff polo, name tag, and appropriate bottoms, as outlined by your supervisor.

Failure to adhere to the required dress code may result in disciplinary action, which may include being sent home to change.

Driving and State Vehicles

Employees with a valid driver's license may operate State vehicles only after completing all required UMPD training.

Driving privileges may be revoked at any time due to accidents, safety concerns, or reports of reckless driving. Reckless driving and/or using State vehicles for non-job-related purposes may result in termination.

Summer Housing

If your employment is terminated or you voluntarily resign from your position and choose to remain in your on-campus housing assignment for the summer, you will be responsible for paying the standard residential summer housing rate for the remainder of the summer.

Photography, Video, and Information Verification

I hereby grant Conferences & Visitor Services permission to use photographs and/or videos of me in any and all C&VS publications and other media, whether now known or hereafter existing, in perpetuity, and for other uses by C&VS.

I understand that I will not make any monetary or other claim against C&VS or any other party in connection with the use of these photographs and/or videos.

I also attest that all information I have provided is accurate and complete.

Performance and Disciplinary Action

Failure to adhere to the stated conditions of employment and/or successfully perform the duties and responsibilities outlined in employment documents may result in progressive disciplinary action. Disciplinary action may include verbal warnings, written warnings, probation, temporary suspension, and termination.

Disciplinary actions may not necessarily occur in this order and may be determined based on the circumstances of each situation.

Acceptance of Position

By entering my initials, I confirm that I am accepting the position. I also acknowledge that I understand the expectations, conditions of employment, and compensation associated with this position.