



Desk Assistant Employment Agreement 2024-2025

DA Name:

The following guidelines have been established to clarify the Desk Assistant (DA) conditions of employment. It is important to read and understand these conditions to successfully perform the responsibilities of the DA position. At the sole discretion of the Department of Residential Life, this document may be altered, and changes will be communicated to DAs through appropriate methods. By signing this agreement, you are responsible for all information and expectations enclosed.

Period of Employment

The DA position is an hourly position up to 20 hours per week.

The term of employment for this contract is the 2024-2025 Academic Year. Any adjustments made to the academic calendar by LSU will be applied to the dates of this agreement. Appointment is based on performance and is renewable upon reapplication, performance appraisal, and consent of the Department of Residential Life.

Employment is contracted for the following schedule in which DAs are expected to remain on campus during certain time periods including, but not limited to:

<u>Fall 2024 Scheduled Event</u>	<u>Start Date</u>	<u>End Date</u>
Fall 2024 DA Early Move-In	August 14, 2024	August 15, 2024
Fall Online Training	August 14, 2024	August 20, 2024
Fall In-Person Training	August 21, 2024	August 21, 2024
Fall Apartment Opening	August 22, 2024	August 24, 2024
Fall Closing	December 14, 2024	December 15, 2024
Winter Break*	December 15, 2024	January 8, 2025

*DAs will have the option to work over Winter Break. Information will be shared later in the Fall semester.

<u>Spring 2025 Scheduled Event</u>	<u>Start Date</u>	<u>End Date</u>
Spring Training	TBD	TBD
Spring Opening	January 9, 2025	January 12, 2025
Spring Closing	May 10, 2025	May 18, 2025

LSU Residential Life remains open through LSU holidays including Fall Break, Thanksgiving, Mardi Gras, and Spring Break. DAs are expected to work during these periods.

Requests to be absent for any of the above closed dates for staff must be submitted in advance via email with appropriate documentation to the Coordinator for Student Staffing for approval; job action may apply.

The academic, financial, and conduct standing of all DAs will be checked at the end of each semester and periodically as needed by the Department of Residential Life.

Academic Requirements and Eligibility

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Enroll in a full-time undergraduate or graduate degree program at the start of the semester of their employment. If a DA needs to drop courses during the semester, they must be enrolled in at least 6 credit hours to continue their employment per PS 33: Student Employment requirements. Graduate students are eligible to be a DA and must be enrolled in 9 credit hours.

Maintain a 1.5 semester and a 2.0 cumulative grade point average for employment, including when starting the position.

- o The last fall or spring semester of enrollment at Louisiana State University will be considered for the semester requirement. The overall Louisiana State University GPA will be counted for cumulative GPA.
- o A DA will be dismissed from their position if their GPA falls below the semester or cumulative GPA requirement.
- o Positions will not be held after semester grades post due to the timing of LSU closure and DA training schedules.

Additional Employment

Additional employment is defined as any activity, internship, or position in which a student is paid for time.

Any DA seeking additional employment must submit a request for approval before starting it and should not exceed 10 extra hours per week.

- o DAs are only eligible for 5 hours of additional on-campus work per Policy Statement 33: Student Employment.

A DA placed on Probation status as an employee may have any additional outside employment approval revoked.

Time Commitments and Expectations



Desk Assistant Employment Agreement 2024-2025

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Administrative Responsibilities

- o Perform administrative duties including, but not limited to: completing all logs accurately and timely, assisting with check-in and check-out procedures, submitting work orders, as well as other tasks assigned by the GRC and/or RC.
- o Work as part of in- Z o o •š ((š u v š]À oÇ •μ%o%}CEš }šZ CE •š ((u u CE•[
- o Report directly to fulfill all duties assigned by the GRC, RC, and the Coordinator for Student Staffing.
- o Provide reliable, responsible and responsive assistance to your RC, GRC and student staff team members.
- o Take initiative, ownership, and investment as a staff member in displaying a positive work ethic and behaviors and encourage this attitude in others.
- o Be knowledgeable of departmental and university policies, procedures, and resources including the mission, vision, and values of the Department of Residential Life.



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Report directly to and fulfill all duties assigned by the supervising RC/GRC and/or Coordinator for Student Staffing.

Report all maintenance issues and damages involving University property in a timely manner.

Utilize appropriate referral resources, escalating progressive situations accordingly by contacting community supervisor, the RA on-call, or the Coordinator on-call.

Appropriately confront residents when necessary to hold them accountable for their behavior and use appropriate pathways to report all violations. Immediately communicate policy violations to the community supervisor, the RA on-call, or the Coordinator on-call.

Maintain privacy with regards to student information, policy violation and student behavioral concerns as directed by the Department of Residential Life and the Family Educational Rights & Privacy Act (FERPA).

Serve as a Campus Security Authority (CSA) for Louisiana State University.

Create a community conducive to learning and academic success, serving as an academic role model and providing campus resources.

Foster an environment that actively values the dignity and self-worth of all members of the community, promoting an atmosphere accepting diversity and difference.

Adhere to all key policies outlined by the Department of Residential Life, including but not limited to respecting the privacy and security of residents and staff by refraining from granting anyone unauthorized access to resident rooms or confidential information.

Compensation

DAs earn \$10.00 per hour for up to 20 hours per week (25 hours if approved by the Office of Student Employment).

Employment Action, Resignation and Dismissal

A DA may be dismissed immediately at the sole discretion of the Department of Residential Life, for various reasons, including but not limited to failure to meet positional expectations