

Dickinson College
Residence Life and Housing
2020-2021 HAM Acceptance Agreement



Name: _____

Term of Employment: Academic Year 2020-2021

I wish to accept the House & Apartment Manager (HAM) position offer.

I wish to decline the House & Apartment Manager (HAM) position offer.

If you are accepting the position please initial that you understand the following:

_____ I have read the position agreement and understand the expectations described within the position agreement.

_____ I understand that this offer is conditional upon my academic performance during the remainder of the semester. I also understand that if my academic performance does not meet the 2.75 cumulative GPA requirement set by Residence Life & Housing, then I may be released from the position.

_____ I understand that it is my responsibility to immediately (within 24 hours) notify Amanda George, Director of Residence Life & Housing, of any personal conduct or allegation of personal conduct that is a violation of state law, college policy and/or procedure including Dickinson College Community Standards. Failure to timely notify Residence Life & Housing may lead to the withdrawal of my application from further consideration, the rescission of an offer of a House & Apartment Manager (HAM) position, or the release from the House & Apartment Manager (HAM) appointment.

_____ I understand that the House & Apartment Manager (HAM) appointment is a yearly appointment. The appointment begins on **Tuesday, August 18, 2020** for any House & Apartment (HAM) not previously employed by Residence Life & Housing. Any House & Apartment Manager (HAM) previously employed by Residence Life & Housing will begin their appointment on **Thursday, August 20, 2020**. The appointment extends until **Sunday, May 23, 2021**.

_____ I understand that I must attend all of training. My first priority will be participating training and opening weekend from 9am-7pm each day. I understand this time is my commitment to Residence Life & Housing to attend training sessions, prepare the halls, and participate in staff development activities. Exceptions are not granted to miss any portion of training.

_____ I understand that I must be a current enrolled, full-time student during each academic semester I am in the House & Apartment Manager (HAM) position.

_____ I understand that House & Apartment Manager (HAM) staff meetings will be scheduled during the academic year and that no other employment or extracurricular activity will take precedence in scheduling.

_____ I understand a significant part of my responsibilities take place the weekend prior to the beginning of each semester and the last weekend of each semester. I understand I must make myself available during those times to assist with opening and closing of residential facilities.

_____ I understand that my compensation includes reimbursement of half of my room rate at the beginning of each semester. I understand that this compensation may affect my financial aid package and I will contact the Financial Aid office for further consultation. House & Apartment Managers (HAMs) must complete required student employee paperwork in order to receive their stipend. This paperwork must be completed by the beginning of the fall semester. Laurie Henry will be in touch regarding the forms required for individual student staff.

Signature: _____ Date: _____ Cell #: _____