This contract provides information supplemental to that found in the House Manager Job Description. After having reviewed the job description and successfully completing the selection process, I, __________________________, accept the position of House Manager for __________________________ house during the 2016-2017 academic year. In accepting this position, I agree to all the terms of the position as outlined in the job description, the Staff Manual, and all training sessions. Additionally, I agree to the following:

Contract Dates:
The terms of this contract are for the 2016-2017 academic year as officially defined by the University. Inclusive of training, the dates are:
- **Fall Semester**: August 21-24, 2016, move-in; August 25, 2016, training begins; until housing closes for winter intercession
- **Spring Semester**: January 23, 2017, move-in; January 24, 2017, training begins; until housing closes for summer recess

Training:
Training will be held at the beginning of each semester; attendance and active participation at all sessions are mandatory. Any conflicts must be cleared by your Area Coordinator prior to the beginning of training.

Compensation:
For the 2016-2017 academic year, sophomore House Managers will receive a stipend of $2,898.74 and junior and senior House Managers will receive a stipend of $4,637.10 over a ten month period, paid monthly.

Additional Expectations:
- House Managers (HMs) are appointed by Wesleyan University and the Office of Residential Life; as such they are placed in a position of institutional responsibility. All HMs must conduct themselves in a manner consistent with that of a para-professional employee of the University.
- In accordance with the non-discrimination policy of Wesleyan University, House Managers will not engage in or support discriminatory language or behavior.
- House Managers are expected to abide by both the Code of Non-Academic Conduct and the Honor Code; and all federal and state laws.
- House Managers are discouraged from engaging in a sexual or romantic relationship with any resident(s) of their area of responsibility. If this type of situation should occur, it is expected that the HM will act in a cautious and responsible manner.
- Because of possible conflicts of interest, staff are not permitted to operate a business out of University housing, nor can they serve as president, vice-president or SAC chair of the WSA.
- House Managers will serve as responsible role models in situations involving alcohol use, and will not purchase alcohol or provide alcohol to any student under the age of 21.
- House Managers are expected to follow-up on e-mail on a daily basis; check staff mailbox at least every other day.
- Should the House Manager vacate the position for any reason during the term of this contract, ze will be expected to move from the area for which ze held responsibility.
- All House Managers must be United States citizens, permanent residents or valid F-1/J-1 student visa holders.

I have fully read, understand, and agree to uphold the terms of the contract as outlined above. I further understand that failure to fulfill the terms of my position will result in further action according to the Residential Life Staff Discipline Process.

________________________________________  ____________________________  _____________
(House Manager Name) - print clearly       (Signature)       (Date)