

Arizona State University
Campus Visits
Devils' Advocate Executive Committee Agreement

As a Devils' Advocate executive member, I agree:

- To fulfill the expectations outlined in the Devils' Advocate Constitution and Bylaws and Devils' Advocate Training Manual in regard to decorum, appearance and mandatory events and to meet reasonable verbal and written expectations presented by the Devils' Advocate Executive Committee and/or Undergraduate Admissions staff members.
- To attend all Executive Committee meetings, general meetings, training days, retreats, and other mandatory events unless excused by the Executive Committee and/or the Devils' Advocate Advisor(s).
- To be on time to tours, all meetings, training days and all assigned responsibilities.
- To uphold and abide by the Student Code of Conduct.
- To treat information that is divulged to me due to my position with confidentiality both during and after an event.
- To be an appropriate ambassador of Arizona State University, providing tactful responses and a balance of personal experience, professional attitude and appropriate uniform appearance.
- To treat students, family members, faculty, other staff members and peers with respect and caring.

In addition, I understand and will abide by the following:

- As a member of the Devils' Advocate Executive Committee, I fully realize that I am held to a higher standard, and that I am expected to model the way and serve as mentor and role model for all Devils' Advocates.
- As a member of the Devils' Advocate Executive Committee, I fully realize that I am a representative of Arizona State University at all times throughout my membership in the organization.
- As a member of the Devils' Advocate Executive Committee, I commit to support the mission and policies of Undergraduate Admissions and by extension Arizona State University.
- I will meet all the responsibilities expectations and training requirements as outlined in the Devils' Advocate Constitution and Bylaws and Devils' Advocate Training Manual.
- If I cannot be present at a tour or other event that I have committed to, I will find another Advocate to fill my position and inform the appropriate person of the change.
- It is inappropriate to discuss Executive Committee concerns in the presence of other Devils' Advocates. I will do my best to confront problems with the

appropriate individuals and in an appropriate manner. I expect the same treatment from others.

- It is inappropriate to discuss member concerns or problems in the presence of campus visitors. I will do my best to confront problems with the appropriate individuals and in an appropriate manner. I expect the same treatment from others.
- I am expected to be a role model for campus visitors.
- I will provide campus visitors with complete answers to the best of my ability. I will serve as a resource and referral agent to personally ensure that participant's needs are responded to appropriately.
- Information and expectations will be given to me in as timely a fashion as possible and with respect to my position and contributions. I understand that situations arise that may change what is expected of me. I will do my best to be as flexible and adaptable as necessary.
- I am expected to schedule my classes, when possible, with respect to tour times at 9:30am and 2:00pm M-F and/or 11:00am Saturday and/or 12:30pm T&Th.
- If I do not meet these expectations, I understand that consequences may range from verbal or written warnings up to expulsion from the group and escalation to Student Judicial Affairs as determined by the Devils' Advocate Advisor(s) and/or the Dean(s) of Undergraduate Admissions.

Devils' Advocates is a component of and sponsored by Undergraduate Admissions at Arizona State University and agrees to the following compensation:

- Funding amount to be determined based on the budget for each fiscal year up to \$12,000 to be used at the discretion of the Devils' Advocate Executive Committee, the Devils' Advocate Advisor(s) and the funding departments according to the laws of the State of Arizona.

I accept the position of Devils' Advocate Executive Committee Member and agree to the terms stated in this agreement. In accepting this position, I agree to serve as a member and representative of Arizona State University. I understand that by committing a breach of this agreement, I may consequently lose my position as a Devils' Advocate.

Devils' Advocate Executive Committee Member

Date

Jaime Engelhart, Coordinator, Campus Visits

Date