

VIP Information Guide Job Agreement Spring 2008

Congratulations! We are please to offer you the position of Information Guide beginning the Spring of 2008. Please read this document carefully and sign at the bottom.

- You will be paid a starting wage of \$8.00/hour.
- You are required to participate in Approx. 30 hours of paid training this week, including information training, housing training, and phone shifts.
- You are expected to work at VIP a minimum of three semesters (although the semesters do not have to be consecutive).
- You are expected to be available to work a minimum of 8 hours a week plus occasional weekend hours during the academic year.
- You are required to be available work at least 15 hours over Thanksgiving break, Winter Break, or Spring Break.
- You are expected to attend staff meetings that occur monthly during the academic year, and periodically during the summer semester.
- You are not permitted to take time off during the first week of school due to the high volume of customers in the CIC and Welcome Center unless approved by the Coordinators.
- You will be evaluated once at the end of each semester. Salary increases will be based on your job performance.
- You will be held accountable according to the late and missed shift policy as outlined in the training manual, and should understand the consequences of accumulating points because of late or missed shifts.
- You are directly supervised by one student supervisor. The Information Guide Coordinators oversee the Information Guide Program.

We are excited to welcome you to the VIP Information Guide team! We hope this will be a challenging and rewarding experience for you!

I accept this offer of employment and agree to the terms above:

Print Name _____

X _____ **Date:** _____