

**VIP Campus Tour Guide Job Agreement  
April 30, 2008**

- ⇒ You will be paid \$8.00/hour, with opportunities for advancement up to \$12.00/hour.
- ⇒ You are required to participate in 40 hours of paid training. This includes full-day sessions May 20 through May 23, as well as tour observations and required readings to be completed prior to May 20. In the summer, you must be available to work a minimum of three tours per week (six to ten hours). One tour must fall between Monday and Thursday.
- ⇒ You will be observed and evaluated twice during the summer by a Tour Guide Coordinator.
- ⇒ You are aware that two absences from staff meetings or tour commitments without an advance academic excuse\*\* will result in disciplinary action.
- ⇒ You are allowed 15 personal "day off" requests for non-academic reasons\*\*.
- ⇒ Your direct supervisors will be Alex George and Stephanie Benson, Tour Guide Coordinators.

We are very excited to welcome you to the VIP Campus Tour Guide program! We hope this will be a challenging and rewarding experience for you.

I accept this offer of employment and agree to the terms above:  X_____ - Anthony Morgano
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Tour Guide Coordinators acknowledge the employment of the Tour Guide named above:  X_____ - Alex George  X_____ - Stephanie Benson
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Director of Visitor and Information Programs and Visitor Relations Coordinator acknowledge the employment of the Tour Guide named above:  X_____ - Steve Amundson  X_____ - Jessica McCarty
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