



WILLIAM & MARY

CHARTERED 1693

RESIDENCE LIFE

## Community Manager Employment Agreement

Your electronic signature on this agreement must be completed by **Wednesday, January 29<sup>th</sup> at 5:00 PM**, and constitutes acceptance of the proffered agreement as a Community Manager with Residence Life for the **2025-2026 academic year**. Your offer is indicated on the offer page in the Employment Portal. Residence Life reserves the right to reassign staff members if necessary due to occupancy rates, building closure, or departmental needs. If reassignments are necessary, you may be moved to another area, building or room type. If you elect to not accept a reassignment, your employment may be terminated. In the event of a long-term university evacuation or unplanned closure, employment and compensation will be suspended or terminated as deemed appropriate by Residence Life in regard to the academic calendar and delivery of instruction.

**The period of appointment extends from August 5, 2024 through the closure of buildings on December 17, 2025 once released by your Area Director. The appointment will resume on January 14, 2026 until May 19, 2026, once released by your Area Director.** The dates listed are tentative and subject to change if the institution announces adjustments to its operational or instructional calendar. Community Managers are expected to stay to assist with the closing of the buildings at break times. Community Managers are expected to support the residence halls during break periods as needed. This means being available whenever the residence halls are housing students, including but not limited to Thanksgiving break, Fall Break and Spring Break. Residence Life will also employ a number of staff during winter break and at additional compensation to assist with Lockout Line. Community Managers are required to attend and participate in all staff training sessions and events held in spring 2025, August 2025 and spring 2026. Additional attendance requirements include but are not limited to in-services, as well as in other trainings and meetings held throughout the academic year.

Compensation will be room rent valued at the standard double rate and a \$4,500 cash stipend to be paid semi-monthly. Your first paycheck/direct deposit will be issued on or about September 1, 2025 and your final paycheck/direct deposit on or about June 1, 2025. Please note that you may share your apartment with a spouse or roommate who completes their Housing Contract by May 1, 2026. This appointment is confirmed with the understanding that you will fulfill the duties of the Community Manager as directed by the [Community Manager position description](#), the Area Director, and/or this office. Community Managers are expected to work an average of 20 hours per week over the course of the fall and spring semesters according to the dates above. You will be responsible to and work under the general supervision of an Area Director. During the period of your appointment, the Community Manager position will be your primary out-of-class activity and it will take precedence over any other employment or extracurricular activities. Exceptions for additional employment will only be considered upon receipt of a written request submitted to and approved in writing by the Area Director. Primary communication with the Office of Residence Life will come through email and Microsoft Teams and it is expected that both are set up and checked frequently.

It is imperative for staff to serve as role models within the campus community; as such, Residence Life sets behavioral expectations that are important to the wellbeing of our residential communities. Residence Life reserves the right to terminate or request the resignation of a staff member whose work or/and does not meet set expectations set by Residence Life. If you resign from the position or if your employment is terminated for any reason, your William & Mary account will be debited from the date of the resignation or termination for the room rent previously credited and the stipend will discontinue. You will be held to the Residence Life Housing Contract dates, terms, and conditions if you are dismissed or voluntarily resign from the position. Additionally, you and any person you select as a roommate(s) must vacate the living quarters and will be reassigned to other campus housing. If you have a roommate and your employment has ended, we cannot guarantee the availability of a vacant double room and you may need to accept individual room assignments. The performance management process and dismissal procedures are outlined in the Student Staff manual.

If you are not currently enrolled at William & Mary or officially accepted for fall 2025, this will serve as a conditional offer until you are accepted or until May 1, 2025, whichever comes first. You must be enrolled to be eligible for this position. You are responsible for communicating your student status and intentions to Residence Life by no later than May 1, 2025. Failure to comply will result in this offer being rescinded.

We look forward to the contributions that you will make to the Residence Life Staff and the residential community at William & Mary. Welcome and congratulations!