

RESIDENCE LIFE STUDENT STAFF AGREEMENT | 2026-2027

HOUSE MANAGER (HM) STAFF WORK AGREEMENT

By completing this form, you are accepting the staff position description, agreeing to all responsibilities, and fulfilling all dates and eligibility as conditions of your employment. Refer to the position description and the Student Staff Manual provided during training for the full description of duties.

AGREEMENT DATES & EVENTS

In general, HMs must have no other commitments that conflict with the dates and times (where applicable) below, including but not limited to, during opening and closing of breaks, trainings throughout the year, and other designated University events. This requires that staff stay late and return early at break periods to assist with on-call coverage, procedural tasks and more. Failure to uphold responsibilities on these dates will result in referral to the Accountability Model and sections in the Student Staff Manual regarding these time periods. Although we make every effort to provide all responsibilities in advance, we do reserve the right to add tasks as needed, subject to change.

Period of Employment: August 11, 2026 - May 22, 2027 _____ (initial)

Important Contract Dates				
Initial	Event	Date	Time	Notes
	Student Staff Meetings	Wednesdays - Weekly	8pm-9:30pm	In Neighborhood
	Individual 1:1s w/ supervisor	Scheduled with your supervisor	Varies	
	M-F on-call 5pm-8am Saturday & Sunday on-call 24/7	Scheduled with staff and supervisor beginning Aug. 11, 2026	Varies	
	Neighborhood Wide Programming *Participating & assisting mandatory; dates communicated by Supervisors	Throughout year	Varies	
	HMs begin move in	Saturday, August 8, 2026	10am	
	AMs & SRAs/Sr.HM Training Day	Monday, August 10, 2026	9am-5pm	Move in by start of training
	All Student Staff Training/Office Hours	August 11-20, 2026	All day	Training schedule provided in August
	First-Year Student Move-in	Friday, August 21, 2026	All day	Supervisors will detail your shift start time
	Returning Student Move-in	Sunday, August 23, 2026	All day	Supervisors will detail your shift start time

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Orientation Meetings & Event Assistance (Late Night in Neighborhoods)	August 23-26, 2026	Evenings	Student staff programming
Hall/Floor/House Meeting & Events	August 23-26, 2026	TBD	
Welcome Back Events	August 26-September 2, 2026	Evening	
Roommate Agreements Due	Wednesday, September 2, 2026	5pm	
All-Staff Meeting	Wednesday, September 9, 2026	8-9:30pm	Health & Safety
Health & Safety Checks	September 14-18, 2026	10am-8pm daily	
RA/AM application for new staff opens	Wednesday, Sept. 30, 2026	9am	Application on Phoenix Connect due 10/24 12pm
Student Staff Intent Form Opens	Monday, October 5, 2026	9am	Due by 10/13
All-Staff Meeting	Wednesday, October 7, 2026	8-9:30pm	RA/AM applicant interview process
Fall Break*	October 14-19, 2026	All day	Halls remain open - staff on call entire break
Returning Student Staff interviews for new positions	October 19-23, 2026	By individual appointment	
New RA/AM Applicant Individual Interviews	October 29-October 30, 2026	9am-12pm; 1:30-4:30pm	Staff should expect to participate in interviews
Current Student Staff Evaluation Period	November 2 -December 4, 2026	TBD w/ supervisor	
All-Staff Meeting	Wednesday, November 18, 2026	8-9:30pm	
Thanksgiving Break Earliest Approved Staff Leave	Saturday, November 21, 2026	12pm	Halls close 10am
Thanksgiving Break	Nov. 21-29, 2026	All Day	
Current Supervisor Evaluation by Student Staff	mid-Novem - Dec. 15, 2026	5pm	

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Student Staff on-call return from Thanksgiving Break	Sunday, November 29, 2026	By 8am	Halls reopen 10am, on-call resumes 8am
Remaining Student Staff return from Thanksgiving Break	Monday, Nov. 30, 2026	By 8am	
Finals Week	December 7-11, 2026	All day	Halls close 10am 12/13
Residents Not Returning to Housing for Winter & Spring Check Out	Saturday, December 12, 2026	10am	Winter Break Earliest Approved Staff Leave 12pm
Student Staff Return from Winter Break	SUNDAY, Jan. 3, 2027	By 8am	Halls reopen 10am; on-call resumes 8am
Residence Life Open for Winter Semester Check-in	Sunday, January 3, 2027	9am-5pm	Neighborhood offices open/staffed
Student Staff Training for New Hires Only	January 4-5, 2027	8:30am-5pm	Two half-days
Residents Not Returning to Housing for Spring Check-out	Saturday, January 23, 2027	10am	
Student Staff working Fake Break Return	Saturday, January 23, 2027	8am	Plan to work to close spaces the entire break
Fake Break*	January 23-27, 2027	All Day	Halls remain open - staff on-call through break
Student Staff Return from J-term	Wednesday, January 27, 2027	8am	
Residence Life Open for Spring Semester Check-in	Tuesday, January 26, 20267	9am-5pm	Neighborhood Offices open/staffed
Student Staff Training for New Hires Only	Wednesday, January 27, 2027	8:30am-5pm	Wednesday night staff meeting 8pm
Hall/Floor/House Meetings	January 27-February 3, 2027	Evenings	
All-Staff Meeting	Wednesday, February 3, 2027	8-9:30pm	Housing Selection Info
All-Staff Meeting	Wednesday, March 3, 2027	8-9:30pm	Health & Safety Info

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	House Manager Interview Process	Early March	TBD	May be required to assist with at least one shift
	Health and Safety Checks	March 1-5, 2027	10am-8pm daily	
	Spring Break Earliest Approved Staff Leave	Saturday, March 13, 2027	12pm	Halls close 10am
	Spring Break	March 13-21, 2027	All Day	
	Student Staff on-call return from Spring Break	Sunday, March 21, 2027	8am	Halls reopen 10am; on-call resumes 8am
	Remaining Student Staff return from Spring Break	Monday, March 22, 2027	8am	
	Current Student Staff Evaluation Period	March 29-April 9, 2027	TBD w/ supervisor	Mid-years and staff with needs improvement or below expectations
	All-Staff Meeting & All Fall 2026 Staff Onboarding	Wednesday, April 14, 2027	8-10pm	Closing items & new Fall staff invited
	End of Year Banquet	Wednesday, May 5, 2027	7-9pm	
	Finals Week	Wednesday, May 12-18, 2027	All Day	
	Residence Halls and Houses Close	Wednesday, May 19, 2027	10am	Seniors permitted to stay in halls til Saturday 5/23
	End of Year Res Hall/House Closing	May 19-21, 2027	Varies	Commencement 5/22 *Student staff working to close neighborhoods
	End of HM/SHM Agreement	Saturday, May 22, 2027	5pm	

*Fall Break & Fake Break

Half of the student staff in individual neighborhoods will work each break period and be expected to remain on campus and present within their respective neighborhood for the duration of that break. The Community Director and/or Graduate Apprentice will determine the schedule in August. All staff will be expected to work at least one of the breaks. Student staff going abroad in Jterm or Spring, not returning for Spring, or participating/assisting with sorority recruitment should work Fall Break instead of Fake Break. Please notify your supervisor well in advance.

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GPA Requirements

- HMs must be enrolled at Elon University as a degree-seeking student.
- HMs must have a minimum cumulative GPA of 2.5 at the time of appointment. HMs will not be reappointed if their cumulative GPA falls below 2.5 and/or they have two consecutive semesters with a semester GPA below 2.5. Failure to meet the minimum GPA requirements may result in academic probation and/or job termination.

Outside Commitments

- Student staff are limited to 10 hours a week of additional employment, internships, and extra-curricular involvement. All additional employment and internships must be approved by your supervisor. (Exceptions can only be made in advance with individual approval by the Supervisor, including full-time internships and practicum.)

University Honor Code and Policies

- Student staff must be in good conduct standing with the University to be employed with Residence Life

Position Appointment

- The HM appointment is for the current period of employment. Renewal of appointment is based upon job performance, performance evaluations, and returning application and interview.

REPRESENTATION OF RESIDENCE LIFE & ELON UNIVERSITY

Confidentiality

- Residence Life student staff members will have access to confidential information by nature of their position. It is important that all staff members be respectful of this information and keep it secure by following FERPA guidelines. Staff members are expected to communicate information to their respective supervisor(s) and others (such as Title IX matters) as directed.

Social Media

- Student staff members are representatives of the Department and Institution. Staff members are expected to be cognizant of their online presence, identity, posts, and perceptions of others. Staff members should refrain from speaking or posting about any Residence Life related concerns unless directed by their supervisor(s).

Media

- The Director of Residence Life is the official correspondent for any communication with the media. Student staff should forward requests from the media for information to their Associate Director; there should be no response to any request from ENN or other forms of media communication as a representative of the Department. Choosing to provide information to the media must be as a student and not as a representative Residence Life nor should the information be related to Residence Life. (For example, the information is from you, a Junior, Accounting Major and your Residence Life title should not be used in any way.)

REMUNERATION & ACCOUNTABILITY

Remuneration throughout the time of employment is equal to half the cost of a single room (currently \$4818 per year). House Managers are responsible for paying applicable food and housing expenses just as other residents of the houses. House managers are not required to live in any specific room; however, room assignments should be discussed with the supervisor(s) and/or chapter president before rosters (for Loy neighborhood) are submitted.

Junior and Senior student staff living in Colonnades/Danieley (flats)/East/Global/Historic/Loy neighborhoods may apply to request a lower meal plan, the 300-block, through Auxiliary Services. A limited number of these requests will be accepted each year.

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House Managers will have the option to receive their compensation as a room credit or in taxed monthly stipends throughout the academic year (August-May) which will be distributed to their student account.

Failure to abide by, complete, and fully comply with all responsibilities and expectations within the staff position description and the student staff agreement will result in job action as outlined in the Accountability Model section of the Student Staff Manual and will result in either total or prorated forfeiture of the above stated compensation, including relocation to a non-staff housing space.

STUDENT STAFF SIGNATURE

I, (printed name) _____, have read the Residence Life Student Staff Agreement and accept the dates and terms of employment as listed in this document and the position description for my employment as a student staff member for the upcoming academic year at Elon University.

Signature _____ ID # _____ Date _____