The following document outlines the policy and job expectations of you as a Registration Student Assistant at the University of California, Davis. Continued employment throughout the program is contingent upon satisfactory job assessments by supervisors and can be reviewed at any time should circumstances warrant. By signing this document you are agreeing to the standards and job expectations outlined below in addition to the responsibilities indicated on the job description.

**Time Commitment**

1. The Registration Student Assistant is expected to arrive on time to all work shifts. If you have an emergency that causes you to be late or miss a shift, please contact your supervisor as soon as possible. Some shifts will require weekend and late night hours.

2. The Registration Student Assistant is committing to all time commitments as outlined on the job description. If you require time off, please discuss with your supervisor in advance. Time off will be granted based on program/office need, workload, and staffing. **Not all time off will be granted.**

3. Due to the time conflicts of each position, students who are hired as the Registration Student Assistant cannot attend Summer Session.

**Conduct and Professionalism**

4. The Registration Student Assistant completes their job duties in a very public domain and is viewed as a representative of the University. The Registration Student Assistant is required to wear professional and/or Orientation attire throughout the program and/or training. Orientation clothing cannot be altered in any way. The Registration Student Assistant is expected to adhere to the Student Housing dress code. Appropriate dress code is subject to the discretion of professional staff.

5. Continued employment throughout the program is contingent upon satisfactory job assessments by supervisor and can be reviewed at any time should circumstances warrant.

6. All OSD members have a “Duty to Report” all crimes and/or violations of policy, as well as incidents related to injury, medical emergency, and mechanical/equipment malfunctions (ex: elevators) that occur in and around all Student Housing & Dining Services managed/operated space. Confront participants and staff who impose upon community standards and/or violate Student Housing & Dining Services and/or University policies, referring students to the Office of Student Development in Student Housing & Dining Services as necessary.

7. The Registration Student Assistant is expected to create a welcoming and inclusive atmosphere for all participants. And, it is imperative that the Registration Student Assistant recognizes and respects the boundaries of a working relationship with both staff and participants; specifically, staff should never socialize outside the program with participants. Personal relationships between staff should not interfere with the working environment or be visible while on shift.

8. The Orientation Registration Student Assistant is **not allowed to possess or consume alcohol or drugs in the residence halls at any time**; staff members who are not of legal drinking age are expected to not possess or consume alcohol or drugs off-campus as well. Additionally, drugs and alcohol should not interfere with the Orientation Registration Services Supervisor’s job performance, nor should staff members engage in alcohol or drug related behaviors while being identified...
with the Orientation program (i.e. wearing Orientation attire, coming back to the halls having consumed alcohol). Violation of this policy and these expectations could be grounds for dismissal of employment.

9. The Orientation Registration Student Assistant serves as a role model for the Orientation program and shall **not drink alcohol with program participants or staff members within or outside of the residence halls, even if staff member and/or participants are 21**. The Orientation Registration Student Assistant needs to establish and maintain credibility within the residence halls, as well as off-campus, and behave in accordance with Student Housing values and expectations, including role-modeling.

10. If a situation with alcohol and/or drugs occurs with program participants or staff members, Business Office Student Supervisors should follow protocol by assessing the situation for safety; contacting appropriate officials (if necessary), such as police, fire, etc.; notifying Summer Resident Advisor On-Call, Orientation Program Coordinators and/or authorities; and reporting the incident using the conduct process explained during Program Prep. Orientation staff should be sure to explain to participants that they will be reported to the Policy & Conduct Office in Student Housing if they are in the presence of alcohol/drugs. Students using alcohol and/or drugs during the program will be removed and will not register for classes at Orientation. If staff members violate this policy, these expectations could be grounds for dismissal of employment. Both may face additional sanctions with the campus as well.

11. UC Davis is a smoke and tobacco free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at [http://breathefree.ucdavis.edu/index.html](http://breathefree.ucdavis.edu/index.html).

12. The Registration Student Assistant is not to drive current participants in their own vehicles for emergency/medical purposes.

**Communication**

13. Must check University email account daily and respond to any e-mails from Orientation or NSAS professional staff. Important updates about the program will be communicated via e-mail.

14. When a Registration Student Assistant is working, personal electronic devices and cell phone use should be used at a minimum. All Orientation Staff should be on time to every shift and call in advance if an emergency arises. Continual unexcused absences and/or tardiness may lead to discontinuation of employment.

15. Any communication with professional staff and program participants must come from your UC Davis Student Housing email account. Staff should remember that any emails sent to professional staff may be forwarded to other campus partners as needed. Thus, email communication needs to be professional and appropriate at all times. All communication (emails, cell phones, etc.) are public records.

16. The Registration Student Assistant should be professional when communicating information about campus programs, student organizations, and academic departments. The Registration Student Assistant should seek information from knowledgeable sources, and relay accurate information that is based on facts rather than personal opinion.

17. If the Registration Student Assistant has a conflict with a program participant and/or family member, it is the responsibility of the Registration Student Assistant to notify the Orientation professional staff immediately.

18. If a conflict arises between the Registration Student Assistant and any staff member (or with staff members including professional staff), then the following preferred communication style should be followed:
   a. Staff member should immediately address their concerns with the other staff member directly, privately and in a respectful manner in attempt to resolve the problem at the lowest possible level.
   b. After doing so, staff member will seek assistance from supervisor (or supervisor’s supervisor), as needed.
c. Some situations may be appropriate to refer directly to your supervisors. We trust your judgment in handling these situations in the most appropriate manner.

**Technology & Social Media**

19. The Registration Student Assistant will be issued a laptop for the duration of the program, and will periodically use shared desktop computers. **Orientation laptops and desktops are to be used for work only.** Absolutely no personal emails, downloads, or applications can be used on the computers. Staff are responsible for the laptops issued to them and may be charged to replace them if they are lost, stolen, or broken due to negligence. Student Housing laptops should only be kept on the person or in a secure locked space, hidden from view, at all times. Orientation staff will identify appropriate places to store laptops.

20. The Orientation Staff complete their job duties in a very public domain and are viewed as representatives of the University. Any public websites, blogs and/or social network profiles (Facebook, Twitter, Instagram, Snapchat, Tumblr, etc.) must be appropriate for view and in keeping with expected campus conduct. Additionally, staff should not be accessing or posting updates on personal social networking sites (Facebook, Twitter, Instagram, Tumblr, Snapchat, etc.) during shifts.

21. In accordance with California law, Student Housing & Dining Services prohibits all professional and student supervisors from requiring or requesting access to an employee’s social media pages (Facebook, Twitter, LinkedIn, Snapchat, Instagram, etc.). As supervisors, Registration Student Assistant s are prohibited from initiating social media requests to employees or program participants during their employment in this role. Registration Student Assistant s are also prohibited from creating networks or groups among Orientation Leaders, Team Leads, and/or program participants on social media.

Printed Name: __________________________________________________________

Signature: ______________________________________________________________

Date: ___________________________________________________________________