

2024 Owl Team Leader Agreement

In accepting the role of Owl Team Leader for 2024, I _____ understand this is a leadership position requiring I meet a certain set of standards set forth by New Student and Family Programs (NSFP). I understand and agree to fulfill the duties and responsibilities of my position as outlined in the Owl Team Leader position description and the terms and conditions as outlined in this agreement.

Compensation and Eligibility:

1. I acknowledge this position extends from Summer 2024 through early Fall 2024, including some obligations in Spring 2024.
2. I agree to the compensation package stated below for the completion of work during the Summer 2024 and Fall 2024 semesters.
 - a. Stipend: \$3,500 compensation (before taxes).
 - a. Summer: \$3,200.00 (approximately 28-30 hours/week).
 - i. This will be paid in equal increments bi-weekly throughout the summer. *Staff will be paid on a prorated basis for any shifts missed.*
 - b. Fall 2024: \$300.00 (approximately 25 total hours).
 - i. This will be a one time payment upon completion of Convocation/Weeks of Welcome, Homecoming and Family Weekend, and recruitment responsibilities. *If the full hour requirement is not met, staff will be paid on a prorated basis.*
 - b. Summer Housing: A single room in an on-campus suite-style residence hall with kitchenette or kitchen (*approximate value: \$2,500*).
 - c. Lunch provided during training days and in-person orientation sessions. Additional meals may be provided, but not guaranteed (*Approximate value: (minimum): \$125*).
 - d. Orientation gear including polo shirts, rain jacket, backpack, and a water bottle (*Approximate value (minimum): \$250*).
3. I acknowledge that the above compensation package is contingent upon my completion of the cycle of work. Missed work days and/or termination from the position will result in reduced stipend and/or cancellation of the compensation package.
4. I recognize that in order to remain eligible for the role I must maintain a semester and cumulative GPA of at least 2.0, remain in good disciplinary standard according to Student Conduct and Community Standards, and reside in on-campus housing for the duration of Summer 2024.
 - a. *GPA requirement may be waived on a case-by-case basis.*



New Student and
Family Programs

Departmental and University Requirements

Serving as a role model

5. I will adhere to NSFP policies, the University's Student Conduct Code, and all national, state, and local laws throughout the duration of employment.
6. I understand that Owl Team Leaders are representatives of NSFP and Temple University. Therefore, I will make every effort to present both the University and myself in the best possible light. I know that my words and actions have the ability to influence people's opinions of the University, the Orientation program, and myself.
 - a. Social Media Guidelines: As Orientation Leaders, your digital presence reflects both your personal views and, indirectly, the ethos of our institution. While we respect your privacy and autonomy online, we encourage you to be mindful of your digital footprint. Posts should align with our community values of respect, inclusivity, and professionalism. We trust you to use social media responsibly and creatively, enhancing both your experience and that of our incoming students.
7. As a role model, I will work to ensure all students and their families feel welcome. I will set a positive example for all Owl Team Leaders, new students, parents, and families by showing respect and consideration for all members of the faculty, staff, administration, their property, and the University property.

Creating welcoming environments

8. I will be sensitive to the uniqueness of each situation and the individual(s) involved thereby promoting an understanding and respect for various opinions, values, and cultural backgrounds. I will not tolerate any incidents of prejudice or bias related to gender, gender identity, race/ethnicity, sexual orientation, religion, ability, or socio-economic status. I will report these instances to my supervisor.
9. I agree to maintain appropriate boundaries with all new students, families, Student Coordinators, Owl Team Leaders, and University staff. I will adhere to the standards of sexual conduct set forth by the University and the Student Code of Conduct. Owl Team Leaders are considered "responsible employees" for the purposes of Title IX. As responsible employees, staff members are obligated to report, and address, if appropriate, instances of sexual harassment. Further information on these responsibilities will be provided during training.
10. I understand that I must refrain from the use of alcohol and illegal drugs while fulfilling any job responsibilities, including, but not limited to before or during Orientation sessions, staff training and development, etc. Furthermore, in alignment with University Housing and Residential Life policies, I will refrain from possession and/or distribution of any alcoholic beverage/drugs in housing regardless of age.



New Student and Family Programs

- a. Staff members that are found in violation of the Student Conduct Code and/or the Student Alcohol and Drug Policy are subject to immediate termination from the position. Note: Medical marijuana is not permitted in residence halls and will be treated as a prohibited drug.
11. In addition to refraining from the use of alcohol and/or drugs, I will not promote or encourage new students to use alcohol or any illegal substance. This includes refraining from providing information about parties or bars in the area and instead highlighting the many social alternatives/activities available at the University and the larger community area.
12. Owl Team Leaders may encounter sensitive and confidential student information through their job duties. I will only share private or confidential information with supervisory staff.

Performance and teamwork

13. I will always strive to be a member of the team who is ready and willing to assist other Owl Team Leaders, Student Coordinators, and NSFP professional and graduate staff.
14. I accept that I will be asked questions that could receive a more informed and favorable answer from a different source. I will refer all questions I cannot answer to the appropriate office or individual.
15. I will adhere to project deadlines that are set forth by my supervisor. If I do not believe I can meet a deadline, I will communicate such to my supervisor in a timely manner.
16. I recognize this job may be stressful at times. I will ask for help when I feel overwhelmed.

Attendance and Additional Employment

17. I recognize Owl Team Leaders must participate in ALL training and development opportunities (Owl Team Development Course, retreats, meetings, etc.) and ALL orientation sessions. It is my responsibility to make arrangements with summer classes, other responsibilities, and vacation plans to participate in Owl Team obligations.
18. I will attend Owl Team obligations on-time, prepared to participate, and dressed appropriately.
19. I recognize that if I am unable to attend, miss, or am late to any training or development opportunities and/or orientation sessions, I may be subject to disciplinary action including probation or removal from the position.
20. I understand that I am required to be physically on-campus the evening prior to scheduled orientation sessions.
21. I acknowledge that other expectations, duties, and work dates may be assigned as needed to best serve students and their families.

Employment Action

22. I understand that New Student and Family Programs utilizes a progressive disciplinary system. This system is activated upon failure to adhere to established university policies (Student Conduct Code, UHRL Housing License) or unsatisfactory performance. The



New Student and
Family Programs

progressive discipline stages are as follows: warning, probation, and termination. Possible ramifications include, but are not limited to: student conduct referral and review, probation, and/or Owl Team Leader job termination. Owl Team Leaders may be placed on probation or terminated without progressive discipline depending on the severity of the performance concern or problem.

Amendment

New Student and Family Programs reserves the right to amend this agreement and/or the duties and responsibilities of the Owl Team Leader position. Changes will be communicated to Owl Team Leaders through appropriate methods.

Print Name: _____

Signature: _____ Date: _____