

Focus Assistant Confirmation of Acceptance Form 2009-2010

Name

2009-2010 Residence Assignment

SUID# _____

Social Security# _____

I have received my appointment letter, job description and responsibilities, and conditions of employment for the residence staff of 2009-2010. I hereby **accept the position** and agree to the following terms:

init I agree to fulfill the responsibilities and terms of the Job Description and Responsibilities for Focus Assistant, follow the direction of my Resident Fellow and Supervisor (Cisco Barron), and abide by University policies including the policy on controlled substances and alcohol, the policy on sexual harassment and consensual sexual or romantic relationships, and federal, state, and local laws.

init I understand that all residence staff training is mandatory and agree to attend and participate in all of it. Also, that I have the option of returning to campus on Friday, Sept 4th or to return to campus just prior to training depending on my RF's preferences and staff retreat. Training begins on Tuesday, Sept 15th and ends on Monday, Friday 18th.

init I understand that I will serve the entire 2009-10 academic year through June 9th, 2010. I understand that I am expected to remain on campus during Fall Quarter until Friday, December 11th, 2009 and return on January 4, 2010. I will be registered all three quarters, and meet all Conditions of Employment listed in the Job Description and Responsibilities for Focus Assistant.

init I waive my assignment to housing anywhere else on campus.

Signature: _____ Date: _____

Return to: The Office of Residential Education on the 2nd floor of Tresidder by 1PM on Tuesday, May 19th.