

Print Name \_\_\_\_\_

Our student staff positions hold a vital role in supporting the needs of our residents. These position requirements will require a majority of the staff member's time outside of their academic classes. It is important that our student staff members maintain the ability to both focus on their personal academic responsibilities and the needs of their position within their community & department. For this reason we want to know about additional job positions and extra involvement. This allows us the opportunity to review, present, and work with you on any concerns or issues if we believe the impact these additional items could have on your success as a student & staff member or the success of our residential community.

We believe that a staff member's extra involvement should be limited to around 20 or less hours a week. Extra involvement includes, but is not limited to membership in clubs/organizations, club/organization leadership positions, co-op, internships, student teaching, research, or educational clinicals. Having a co-op, internship, student teaching, research or educational clinical while in the Student Staff position must be pre-approved.

Please complete the following form to request and state extra involvement on campus:

Position	Club or Organization	Hours per Week

Please initial the following:

- \_\_\_\_\_ I understand that my position and its responsibilities with Housing & Residence Life come first before my extra involvement on campus.
- \_\_\_\_\_ I understand that it is my responsibility to notify clubs and organizations of Student Staff position needs, such as but not limited to: opening, closing, programming, health and safety checks, and all training.
- \_\_\_\_\_ I understand that I may be required to reduce or relinquish additional involvement if my academic performance or Student Staff performance declines mid-semester or between semesters.
- \_\_\_\_\_ I understand that I must discuss and have prior approval from my direct supervisor before submitting this form.
- \_\_\_\_\_ I recognize that during some weeks of the semester my student staff responsibilities may not command a full 20 hour commitment.
- \_\_\_\_\_ I recognize that during some weeks of the semester commitments might be greater than a typical work week and it is my responsibility to be available and I will be asked to reduce or drop additional job hours.

This request should be resubmitted if any information changes.

Student Staff Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Professional Staff Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_