



BUFFALO STATE COLLEGE RESIDENCE LIFE OFFICE RESIDENTIAL MAILROOM ASSISTANT EMPLOYMENT AGREEMENT

Name (please print): _____

Banner Number: _____

This document establishes an agreement between SUNY Buffalo State Residence Life Office (RLO) and the Mailroom Assistant. In signing the mailroom assistant Employment Agreement, the Mailroom Assistant agrees to adhere to the following:

Position Responsibilities:

- Sort and distribute residential mail/packages
- Utilize established mail/package software to maintain an accurate record of incoming and outgoing packages.
- Distribute logged packages to residential students
- Sign out loanable carts to students
- Assist students with mail/package inquiries and troubleshoot as necessary
- Assist with other duties as assigned.

Terms & Conditions:

Qualifications

1. Mailroom Assistants must be full-time students and maintain a “good academic standing” with Buffalo State.
 - a. Being placed on Academic Warning or Academic Probation may affect employment
 - b. Residence Life abides by the Academic Standards set by the College (<https://academicstandards.buffalostate.edu/academic-standing-undergraduates>)
2. Mailroom Assistants must abide by the Student Code of Conduct and any State or Federal legislation while being employed. Any responsible violations of the aforementioned policies/laws could result in job action or termination from Residence Life.
 - a. Any sanctions imposed by Buffalo State that impede the execution of the Mailroom Assistant position will result in job action or termination.
3. Mailroom Assistants should demonstrate ethical behavior as a student both on and off campus while employed by the Residence Life Office. Actions and/or decisions may affect employment.
4. Interpersonal communication and customer service skills.
5. Ability to work independently with attention to detail, organizational skills and a commitment to working with peers.
6. Ability to maintain confidentiality, problem solve and exercise sound judgement.
7. Must be able to lift/move heavy items/packages.

Terms of Employment

1. The Mailroom Assistants will complete all required trainings and developmental workshops developed by the Residence Life Office and/or Buffalo State College. These include, but are not limited to, new Mailroom Assistants Onboarding Workshops, Mailroom Assistants Training Sessions, Fall Training, and Winter Training.
2. The Mailroom Assistants will primarily serve as mailroom desk employees in their assigned area. The Mailroom Assistants desk hours first begin at 9:00 a.m. and conclude at 8:00 p.m. with reduced hours on the weekends. Additional hours may be available (e.g., Mailroom Assistants staff meetings, and Inservice Meetings).
3. The Mailroom Assistants is expected to perform all duties and meet all expectations as requested by Residence Life professional staff.
4. Mailroom Assistants are expected to attend any special/emergency meetings which may be called by Residence Life.
5. The Mailroom Assistant will have access to sensitive documents and private information. As a condition of the job responsibilities, the Mailroom Assistant will be required to maintain confidentiality. Failure to do so will result in termination.
 - a. A Mailroom Assistants should not:



- i. Discuss RLO issues outside of the office.
- ii. Discuss RLO issues with staff not related to the issue.
- iii. Discuss information about students and their privacy.
- iv. Remove or reproduce files for use outside of the workplace.
- v. Use office equipment or information to change or alter records without authorized permission.

Appointment & Effective Dates:

1. The appointment and effective dates are for an academic year, beginning with the first day of the Mailroom Assistant Fall Training (August 20, 2022) and concluding when the Mailroom Assistants has fulfilled all job responsibilities at the end of the academic year, which may be up to three days after Buffalo State commencement. Mailroom Assistants hired after the beginning of fall training accepts the position for the remainder of the academic year.

Start of Employment	End of employment
August 20, 2022 9:00 am	May 21, 2023 5:00 pm

2. These dates are subject to change. Please communicate with your direct supervisor to confirm these dates.

Remuneration

1. Mailroom Assistants:
 - a. Compensation for all Office Assistants include New York State minimum wage hourly rate at 10 - 29 hours per week depending on the time of year and needs of the building you are assigned to. Minimum wage for NYS currently sits at \$12.50 per hour.

Time Commitment & Availability

- The Mailroom Assistant position is a part-time employment opportunity in which a minimum of 10 hours and a maximum of 20 hours is designated per week. Mailroom Assistants will be expected to devote the time necessary to fulfill their obligation to the position.
 - a. Student teaching, intake processes, and many internships demand a significant amount of time. Therefore, Mailroom Assistants should be aware of the demands of their responsibilities as it may coincide with outside commitments.

Supervision

1. Mailroom Assistants are under direct supervision of the Assistant Director of Housing Operations.
2. The Residence Life Office reserves the right to change staff assignments if it is in the best interest of the Mailroom Assistants and/or residents.

Ethical Behavior and Role Modeling

1. Mailroom Assistants must recognize that due to the unique duties and responsibilities of their position, their conduct must be above reproach.
 - a. Mailroom Assistants must represent themselves, the RLO, and the College in a professional manner in all phases of their responsibilities. Appropriate behavior, both on and off campus is expected, including, but not limited to, abiding by all College rules and regulations and state and federal laws.
 - b. Mailroom Assistants must maintain professionalism and their image as a role model on social mediums, including but not limited to Facebook, Instagram, Snap Chat, Twitter, Tik Tok, websites, blogs, online journals, etc., which are accessible to the public. All depictions and comments must be consistent with expectations of the Mailroom Assistant position as a role model and representative of the College. Depictions or comments alluding the following are prohibited:
 - i. Policy violations and/or violation of state and federal law
 - ii. Behaviors that are of an offensive or sexual nature
 - iii. Degradation or opposition of the RLO or Buffalo State College



- c. Mailroom Assistants must follow policies regarding confidentiality as set by RLO and the Family Education Rights and Privacy Act (FERPA).
2. While this contract is for the academic year, if a Mailroom Assistant is on campus, in other positions, during the summer, and/or during winter breaks, actions, behavior, and conduct may affect your employment with Residence Life.

Performance Reappointment, Resignation, and Termination

1. Renewal to the Mailroom Assistant position is not automatic. Mailroom Assistants seeking to continue to the position for the academic year must apply for renewal of contract by completing the returning Mailroom Assistant application process.
2. Termination by Employer
 - a. Improper performance, or non-performance, of the terms of this contract or any other behavior which may significantly affect the ability of the incumbent to discharge duties of the Mailroom Assistant position may result in termination of employment. Decisions regarding termination will be made by the supervisor, with the final decision being made by the Assistant Dean of Residence Life or their designee. The Mailroom Assistant will have the right to a review of the reasons for such termination.
3. Mailroom Assistants resigning from the position must submit a resignation notice in writing to their supervisor with a minimum of two (2) weeks' notice. Improper resignation will be noted on any reference that is prepared by Residence Life and any future paid and/or un-paid student leadership opportunities with Residence Life may be denied.

Having read this Mailroom Assistant Employment Agreement, Mailroom Assistant Position Description, and understanding their content, I accept the appointment for the 2022-2023 academic year, or balance thereof.

Mailroom Assistant Signature

Date

Assistant Director Signature

Date