



Campus Living & Residential Education

Community Assistant Conditions of Employment | Academic Year 2026-2027

This document explains the expectations, requirements, and commitments for Community Assistants (CAs). Please read carefully as your signature confirms your agreement to all terms and conditions. If you do not sign, your position will be forfeited.

I. CLRE's Mission, Vision & Values

You will help create a welcoming community, organize programs, and work with professional staff to bring our mission, vision, and values to life.

Mission: CLRE supports all aspects of residential living; creating safe, supportive, and inclusive communities where all residents can feel at home.

Vision: CLRE will establish a premier and innovative residential experience that sparks vibrant communities, cultivates lifelong connections, promotes self-discovery, develops global leaders, and fosters an affinity for GW.

Values: CLRE is committed to embodying our values through our programs, services, and interactions with the GW community. Our values include:

- Belonging
- Diversity, equity, and inclusion
- Innovation
- Learning
- Student Centered Philosophy
- Wellbeing

II. Community Assistant Eligibility Requirements

As a member of CLRE's Student Staff team you are confirming that you will follow the below criteria to serve in your assigned position:

A. Federal Work Study

- a. If awarded FWS, you agree to transition to a FWS position before summer training. Our team will send reminders and notifications from clre_team@gwu.edu as we get closer to when Financial Aid Packages are released.

B. Enrollment Status

- a. You are required to be a full-time (12-credits), registered undergraduate student at the start of employment and during your employment. Exceptions will be made for graduating seniors in their last semester. If your status changes you must notify your supervisor.

C. GPA Requirement

- a. Community Assistants must maintain a cumulative grade point average of 2.5 throughout the duration of their appointment.

III. Student Staff Training

As a Community Assistant, you are required to fulfill the following training and attendance obligations:

A. Summer Training Dates:

- a. **Wednesday August 12th 9am - 5pm**
- b. **Thursday August 13th 9am - 5pm**
- c. **Friday August 14th 9am - 1pm**
- d. Attendance at these sessions is critical for your success in the role. Please be aware that failure to attend summer training may jeopardize your opportunity to continue in the CA position. If there are any changes to training dates, CLRE will communicate with CAs in a timely manner.

B. Early Move-In

- a. Student staff members will be able to move into their Fall assignments on **Sunday August 9th starting at 12pm**. If there are any changes to the move-in date, CLRE will communicate with CAs in a timely manner.

C. In-Service Trainings:

- a. You are required to attend **at least one (1)** of the three in-service training sessions offered each semester. The dates for in-service training will be provided at the start of each semester.

D. Feedback and Assessment Forms:

- a. You must complete all required feedback and assessment forms for each training session you attend. This feedback is essential for evaluating and improving the training programs and your effectiveness in the CA role.

IV. Move-in/Move Out Commitments

Community Assistants will have an active role in the opening and closing of our residence halls. During these times, student staff members may be approved to work over 10 hours (maximum hours per week) a week depending on needs. These transition periods are typically: Fall Move-In, Fall Move-Out and Spring Move-Out. Expectations and dates are explained below:

- A. Fall Move-In (Aug. 17th - 23rd, 2026)

- a. Student staff complete summer training and then assist with First-Year and Upperclass Move-In days.
 - i. CAs can expect to:
 - 1. Assist CLRE with any final building prep prior to student arrival.
 - 2. Work Move-In shifts during the day to welcome families and residents
 - 3. Assist with Welcome/August Programming: bringing residents to sponsored evening events
 - 4. Participate in Residential Experience Meetings
 - ii. CAs can expect to:
 - 1. Work Move-In shifts during the day to welcome families and residents.
 - 2. Participate in Residential Experience Meetings for Upperclass students (typically the first week of classes)
 - b. Assigned shifts are expected to be shared prior to or during summer training.
- B. Fall Move-Out (Dec. 18th - 20th, 2026)
- a. Once Fall finals conclude, CAs are expected to assist with the closing of our residence halls. CAs are expected to:
 - i. Stay on campus or in the area until **noon on May 19th, 2027**. CAs will be released if closing processes are completed earlier.
 - ii. Assist with the inspection of vacant or partially vacant spaces on campus.
 - iii. Remove outdated bulletin board content, fliers, and door decorations in the building.
- C. Spring Move-Out (May 8th - 19th, 2027)
- a. Once Spring Finals and Commencement conclude, CAs can be expected to assist with the closing of our residence halls depending on needs. This will require CLRE Student Staff to
 - i. Stay on campus until **noon on Wednesday, May 19th**. CAs will be released if closing processes are completed earlier.
 - 1. Graduating seniors will not be allowed to work past commencement.
 - ii. Assist with the inspection of vacant or partially vacant spaces on campus.
 - iii. Remove outdated bulletin board content, fliers and door decorations in the building.

All the dates mentioned above are required. It is the student staff member's responsibility to share these important dates with family, support systems, jobs, internships, etc. in order to plan accordingly at the beginning and end of each semester. Approvals for time away or early departure

will be made on a case-by-case basis due to extenuating-circumstances. Advance notice must be provided to your supervisor.

V. Student Staff Confidentiality

A. Confidential Information

As a Community Assistant, you may have access to confidential information, including but not limited to:

- Personal information about residents (e.g., health records, academic records)
- Sensitive conversations and disclosures made by residents
- Institutional records and reports

You agree to maintain the confidentiality of all such information and to use it only for the purpose of performing your duties as a Community Assistant. Failure to do so is a violation of federal law, and may be referred to Conflict Education and Student Accountability (CESA) for disciplinary action.

B. Access to University Spaces

The university will provide Community Assistants with access to University spaces via their GWorld card. These access permissions provide Community Assistants with access to the areas in the residence halls necessary to complete their responsibilities. As a CA you may have access to university spaces, including but not limited to:

- Access provided to residence halls, student rooms, CLRE offices, resource rooms, storage closets
- Access to information systems including building listservs, online communications, and other support systems are provided to CAs to support their work in the role.
-

You agree to:

- Only use access to these areas as necessary to complete engagement with residents within your role as CLRE Student Staff and not use them for personal, commercial, or promotional purposes.

C. Designated Reporter Status

As a Community Assistant, you are a designated reporter under the university's Title IX Policy. This means that you are required to promptly report any suspected cases involving sexual harassment, sexual assault, dating and domestic violence, and stalking to the Title IX Office. You agree to:

- Report any concerns immediately to the appropriate authorities as specified by the institution's policies.
- Understand that you cannot provide confidentiality to student disclosure of sexual harassment because you are required to report

Additionally, in alignment with the University's Code of Ethical Conduct, Community Assistants are expected to promptly report any situation involving discrimination, harassment, or bias of which they become aware. Reports must be submitted through the University's centralized Discrimination, Harassment, and Bias Reporting Form.

D. Obligations of the Community Assistant

You agree to:

- Keep all confidential information secure and not disclose it to unauthorized individuals.
- Discuss confidential information only in appropriate settings and with individuals who have a legitimate need to know (CLRE Professional Staff).
- Use access granted to university spaces responsibly and only as needed to complete areas of your role.
- Attend any training provided by the department/institution related to confidentiality and reporting obligations.
- Adhere to all Community Assistant expectations.
- Remain in good disciplinary and academic standing with the university, and report any status changes to your supervisor.
- Failure to comply with the above can and may result in the student staff member accountability process being used.

VI. Resignation and Termination Process

The Community Assistant (CA) position is a year-long commitment, and student leaders are expected to serve for the full academic year. While we strive to hire individuals who can fulfill this commitment, we recognize that personal or professional opportunities may arise. Open and proactive communication is encouraged so we can support individual needs while also meeting the expectations of the role and the community.

If a CA chooses not to return for the Spring semester or voluntarily leaves the position during the academic year, the following will apply:

- The student must provide at least two weeks' notice to their supervisor.
- Employment will end on the last day worked in the role. For students not returning in the Spring, employment will conclude at the end of the fall academic semester.
- Leaving the role does not prohibit a student from applying for future CLRE student staff positions (e.g., a student who studies abroad in the Spring may reapply upon returning for the Fall semester).
- Consideration for future roles will be based on the standard hiring process and prior performance evaluations.

Upon resignation or termination, the student will lose access to any private or designated spaces associated with the CA role.

VII. Agreement to Document

The CA role may evolve throughout the academic year in response to student needs, operational requirements, or institutional priorities. Any material changes to expectations will be communicated clearly and in a timely manner, and GW will provide appropriate guidance or training to support CAs through these adjustments.

By signing the CA offer letter, an individual acknowledges that they have read this document, and understand and accept the responsibilities and expectations required for participation as a CA for the 2026-2027 academic year.