



Housing and Residential Education

2026 Summer Housing Assistant Work Agreement

Position Expectations:

The SHA position has many demands and expectations that go above and beyond other student employment positions. Please contact the Associate Director of Housing, Residential Education and Camps if you have questions related to any of the expectations or information outlined.

1. Duties and Responsibilities:

SHAs are expected to fulfill the duties of the SHA position as outlined in the SHA position description, HM/RM manual, and all other Housing and Residential Education documents and handbooks. To fulfill the SHA duties, SHAs are to be available during pre-determined summer dates outlined in the job description.

2. Employment Dates:

This work agreement is for the indicated dates only and does not guarantee or imply employment for any future academic terms.

- a. May 15, 2026- September 1, 2026

3. Housing Contract:

All SHAs must apply for summer housing and agree to the terms of the [Housing and Residential Education Housing Contract](#). SHAs must pay the non-refundable \$75 housing application fee. Resignation or termination from the SHA position does not automatically terminate the housing contract. An SHA who leaves their position, voluntarily or involuntarily, is bound to the housing contract, as it is not a part of the employment agreement. An SHA may be asked to move to a different location on campus after leaving the SHA position.

4. Housing Placement:

All SHAs are provided discounted housing as part of their compensation. SHAs may be re-assigned to another area or building within campus housing, as needed. SHAs will be asked to spend some nights in occupied buildings on campus provide a staff presence.

5. Training:

SHAs are required to attend and participate in trainings on a variety of topics, including but not limited to; sexual assault, suicide ideation, policy enforcement, alcohol and drug confrontation, and other sensitive and difficult content areas. These trainings may take place online, in person, or in small group settings. To best serve campus residents, SHAs must be trained to provide support and refer to necessary campus resources.

All training sessions and staff meetings are required.

6. Academic Standing:

SHAs are expected to maintain a **2.50** cumulative and semester grade point average during their time of employment.

- If an SHAs cumulative or semester GPA is less than 2.50, a written appeal will be required if the SHA wishes to remain in the position.
- The Executive Director of Housing and Residential Education and the Associate Director for Housing, Residential Education and Camps will review the appeal and make a decision regarding the employment status of the SHA. The SHA could be placed on a 1 semester GPA probation period, or terminated.
- SHAs can only be on SHA GPA probation with Housing for one semester, and only one time during their entire employment. A second occurrence of a semester or cumulative GPA below 2.50, during any time of their employment, will result in termination.

7. Additional Employment:

SHAs can request and may be permitted to have additional employment. SHA staff must submit and have the request approved by their supervisor. SHAs also must adhere to the following:

- SHAs are allowed non-university employment as long as it does not interfere with the SHA position responsibilities and expectations.



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- SHAs are allowed additional university employment, but may not go over 40 hours. It is expected SHAs keep accurate timesheets and that the SHA position combined with the additional university employment, never exceeds university student hourly limits.
- SHAs will not be excused from training or required responsibilities due to external employment either on or off-campus.

Additional non-university employment requests can be revoked at any time if the SHA is displaying unsatisfactory work or academic performance.

8. Student Code of Conduct and Housing Policies:

SHAs are expected to comply with the policies and procedures contained in the most current versions of the SHA job description, these SHA expectations, the [UWGB code of conduct](#) (UWS Chapters 17 and 18), and the [UWGB Housing Policies](#). Staff members who violate any the aforementioned are subject to the same conduct process as other residents. In addition, staff members may be subject to job action, up to and including termination.

9. Alcohol and Illegal Drug Use:

Housing and Residential Education staff are expected to comply with Wisconsin State and Federal Laws concerning alcohol and other drugs and act in such a manner that role models good behaviors for others.

- SHAs are expected to enforce all University of Wisconsin-Green Bay campus alcohol and other drug policies with all students and guests including other Housing and Residential Education staff members
- SHAs are expected to immediately report to University Police any student or guest who has consumed alcohol while under the age of 21 years old and/or partaken in illegal drug activity. SHAs are also expected to immediately contact their supervisor or the AC on Duty.

Eligibility:

1. Employment is at will and may be terminated at any time provided the termination reason is not prohibited by law.
2. SHAs must be in good conduct standing with the university in order to serve in the position.
3. SHAs are expected to maintain a **2.50** cumulative and semester grade point average during their time of employment.
4. All SHAs must apply for housing and agree to the terms of the [Housing and Residential Education Housing Contract](#).

Veterans and Active Military Personnel:

Veterans and active military personnel with special circumstances (e.g. upcoming deployment, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance when possible, to the Associate Director of Housing and Residential Education.

Reasonable Accommodations:

Student employees should consult with Human Resources if they would like to know more about the workplace accommodation process. In addition, housing accommodations for all students, including student staff, must go through the [Student Accessibility Services](#) office.

UW System Board of Regents Policy: Please note that for UW-Green Bay, SHAs are equivalent to RAs.

Resident Assistants (RAs) are expected to work with student residents to create an open, inclusive, and supportive residential community. However, as students, RAs are also encouraged to participate in campus activities and organizations. RAs may participate in, organize, and lead to any meeting or other activity, in their rooms, on their floors or in their residence halls, or anywhere else on campus, to the same extent as other students. However, RAs may not use their positions to pressure, coerce, or inappropriately influence student residents to attend or participate in those meetings or activities. Furthermore, to inform student residents as to the capacity RAs will be in when promoting or holding events, RAs are expected to clarify the host organizer for all media being promoted to student residents in residence halls.



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Position Offer: Housing and Residential Education would like to offer the following position for Summer 2026.

- **Summer Housing Assistant (SHA)** Employment Dates: **May 15-September 1, 2026**

- There are required dates for this position, noted in the Position Expectations Section.
- The SHA position benefits include:
o Discounted housing
o Hourly pay
- The additional responsibilities of the position are noted in the Position Expectations Section.

Contact Information:
Last Name
First/ Preferred Name Middle Initial
UWGB Email Personal Email
Cell Phone Number
Food Allergies or Needs

- No, I do not accept the SHA position for Summer 2026.
- Yes, I accept the SHA position for the Summer 2026.

I understand the importance of attending training and will be present at training and any other required events. By signing this document, I understand that I am responsible for knowing the important dates indicated in this document.
By signing this SHA agreement, the employee accepts the obligations, conditions, and responsibilities of the position as outlined in this agreement, the SHA job description, staff expectations, and all documents, handbooks and expectations created by staff within Housing and Residential Education, written or verbal. It is the responsibility of the SHA to be knowledgeable of the specific expectations of their position.

Summer Housing Assistant Printed Name
Summer Housing Assistant Signature Date

Associate Director Printed Name
Associate Director Signature Date

Executive Director Printed Name
Executive Director Signature Date