**Timely and Dependable**
Offices often rely upon your hard work to accomplish tasks. Please arrive when scheduled and on time. You should contact your supervisor if you are going to be late or unable to make it to work. Most departments can be flexible given the proper notice and communication from student employees.

**Courteous, Positive & Professional**
Your job can have an important impact on how others enjoy the Vassar community. Please be mindful of presenting the best attitude for those who work with you and for whom you serve.

**Dresses Appropriately**
We encourage self-expression, but please consult with your supervisor before you start your employment as to any standards that your particular department may expect. The SEO defers to departmental judgment on appropriate attire expectations.

**Efficient & Accurate**
Please complete your work assignments with proper care. Conducting personal business should be kept to a minimum and only when given permission to do so. It will affect your quality of work.

**Maintains Confidentiality**
Many students work in offices where confidential information is held. Please maintain the privacy of those who share this community.

**Communicative**
Share your ideas, ask questions, and find out what are the expectations as well as ways you can gain valuable job skills.

**Honest**
You must record your hours honestly. Falsification of hours may result in loss of employment privileges and additional disciplinary action by the college.