

**Job Summary:** Resident Advisors (RAs) are student leaders who are responsible for creating a supportive and inclusive community with their residential area. RAs are expected to serve as a resource, mentor, and role model for residents.

**Key Responsibilities:**

**1. Community Development**

- a. Actively engage with residents to build positive relationships and address any concerns.
- b. Promote inclusivity and celebrate the diversity of the residential community.
- c. Complete individual connections and programming as outlined in the 2024-2025 Programming Model.

**2. Student Support**

- a. Serve as a resource and point of contact for residents, providing information about campus resources, policies, and procedures.
- b. Assist residents in addressing personal, academic, or interpersonal challenges by connecting them with appropriate campus support services.
- c. Conduct regular check-ins with residents to assess their well-being and provide support as needed.

**3. On Call Responsibilities**

- a. Serve in a daily duty rotation with other Resident Advisors in your area as outlined by the department.
  - i. On-Call Weekdays (Mondays-Thursdays): 7:00pm-8:30am the next day, staff must remain in their designated on-call area, with the duty phone on and accessible the entire time.
  - ii. On-Call Weekends (Fridays-Sundays): 7:00pm-8:30am the next day, staff must remain in their designated on-call area, with the duty phone on and accessible the entire time.
  - iii. Saturdays & Sundays: 8:30am-7:00pm, staff must remain on campus, with the duty phone on and accessible the entire time.
- b. RAs must respond promptly to situations and contact appropriate authorities as outlined during training.
- c. Conduct rounds through the on-call area twice per night Sunday through Wednesday and three times per night Thursday through Saturday.
- d. Report any security concerns, maintenance issues, or safety hazards to the appropriate authorities.
- e. Assist residents who are locked out of their rooms during on-call hours.
- f. Serve as a resource for residents seeking information/assistance, including referrals to campus services.
- g. RAs on call may be called upon to mediate conflicts between residents, providing guidance and support.
- h. Submit thorough and accurate reports for any incidents, policy violations or emergencies that occur.
- i. Maintain detailed logs of on-call activities and any communications with residents.
- j. RAs on call should be reachable and responsive to calls, texts, or other communication methods during their on-call period. The on-call phone should always remain turned on and with volume up.
- k. Follow established communication protocols and procedures when responding to emergencies or interacting with residents.

**4. Policy Enforcement**

- a. Enforce residence hall policies and regulations to maintain a safe and respectful living environment.
- b. Assist with the completion of Healthy & Safety Inspections as outlined by the department.
- c. Document and report policy violations to the appropriate authorities.

**5. Administrative Duties**

- a. Participate in weekly staff meetings, training sessions, and professional development opportunities.
- b. Attend one-on-one meetings as scheduled by the Assistant Directors.
- c. Complete administrative tasks, including maintaining accurate rosters, submitting community incident reports, individual connections, regularly checking staff mailbox and hanging up hall signage as needed.

**6. Communication**

- a. Effectively communicate information to residents through various channels, including email, group chats, and/or in-person meetings.
- b. Collaborate with other staff members and campus partners to ensure consistent and accurate communication.

### **Duration of Employment:**

Resident Advisors will hold the position for the entirety of the 2024-2025 academic year. Exceptions (or considerations) are made for those graduating in December or approved to study abroad.

1. Fall 2024 employment is August 20<sup>th</sup>, 2024 - December 22<sup>nd</sup>, 2024.
  - a. Fall Training begins on August 20<sup>th</sup>, 2024.
    - i. Student Staff may arrive to campus between 8:30am-4:00pm on this date.
  - b. Fall Closing is anticipated to end on December 22<sup>nd</sup>, 2024.
    - i. Student Staff should plan to depart after 2:00pm on this date.
2. Spring 2025 employment is January 15<sup>th</sup>, 2025 - May 14<sup>th</sup>, 2025.
  - a. Spring Training begins on January 15<sup>th</sup>, 2025.
    - i. Student Staff may arrive to campus between 8:30am-4:00pm on this date.
  - b. Spring Closing is anticipated to end on May 14<sup>th</sup>, 2024.
    - i. Student Staff should plan to depart after 2:00pm on this date.

**\*\* All Dates are Subject to Change \*\***

### **Remuneration:**

Your total remuneration\* includes:

1. Resident Advisors (RAs) are provided a single room, with no cost, for the term of employment.
  - a. For reference, 2023-2024 Total Room Credit: \$9,150 per year
  - b. Some RAs have suitemates and will be given the opportunity to fill their suite. If 100% occupancy in their suite is not maintained, Campus Life staff may fill these vacancies as needed.
2. A stipend of \$300 per semester.
3. If a student leaves or is released from the RA appointment before the semester ends, they will receive a prorated amount of the stipend for the time in the position and will be charged a prorated amount to their student account for the remainder of the to account for the compensation not earned.
4. If a student is appointed mid-semester, they will receive a prorated amount for the remainder of the semester and will receive a prorated credit to their student account for the remainder of the to account for the compensation earned.

*\* RA remuneration may affect some students' financial aid packages.*

*Please contact Financial Aid for further information specific to your package. \**

### **Work Schedule:**

The responsibilities of this appointment will require a minimum of 10 hours per week. This includes:

1. On-Call Responsibilities as scheduled at the start of each semester.
2. Weekly staff meetings every Tuesday evening from 8pm-10pm.
3. One-on-one meetings as scheduled by your Assistant Director.
4. Participation in staff development activities as planned by your Assistant Director.
5. Assist with activities sponsored by Campus Life. These include but are not limited to First-Year Move-In, New Student Orientation, Upper-Class Move-In, Fall Closing, Spring Opening Weekend, and Spring Closing.
6. Be on campus throughout the academic semester when the college is open. Residential facilities will be open and Resident Advisors will be on-call for Fall Pause and Spring Break.

### **Training and Development:**

Resident Advisors are required to attend the entirety of fall and spring student staff trainings.

1. Fall training is scheduled to occur between August 20<sup>th</sup> starting at 5pm and will continue through move-in weekend – August 31<sup>st</sup> & September 1<sup>st</sup>, 2024 (Dates are subject to change).
2. Spring training is scheduled to occur between January 15<sup>th</sup> starting at 5pm and will continue through move-in weekend on January 18<sup>th</sup>-19<sup>th</sup>, 2025 (Dates are subject to change).
3. Additional training will be supplemented throughout the semester during Tuesday staff meetings.

### **Specific Requirements:**

1. Must be registered as a full-time student at least in their third semester (with at least 8 total credit hours.)
2. Maintain a minimum cumulative GPA of 2.75. If an RA falls below a 2.75 cumulative GPA, the RA may be granted one semester probationary period to raise the GPA, if after the semester of probationary status, the GPA is below a 2.75, the RA will be released from the position.

3. Take no more than 5 credits (this includes auditing courses) without approval from your Assistant Director.
4. Hold no other job during the period of the agreement unless approved by your Assistant Director.
5. Limit participation in any on-campus or off-campus organization to the levels agreed upon by both you and the Assistant Director prior to your selection as a Resident Advisor.
  - a. Discuss all involvement in co-curricular activities with your Assistant Director.
  - b. Before assuming new responsibilities, discuss the possibility with your Assistant Director.
6. Notify your Assistant Director of any anticipated absence exceeding 48 hours from campus no less than 24 hours prior to the anticipated absence. Absences for an extended period (more than four days) will require approval by the appropriate Assistant Director.

#### **Termination Clause:**

Termination, by mutual agreement or if determined necessary by Campus Life, may be affected at any time. You may be terminated at any time for failure to perform assigned Resident Advisor duties or for conduct deemed inappropriate to a member of the student staff of Campus Life. This includes but is not limited to personal violations of stated College community standards or violations of the position agreement.

- I. All Student Staff must complete all necessary paperwork from HR prior to starting employment. Students who do not complete proper onboarding paperwork will be terminated.
- II. If a Resident Advisor resigns or is released from the appointment, you must vacate your residential assignment by your Assistant Director and Associate Director of Residence Life.
- III. The Resident Advisor will be charged a prorated amount to their student account for the remainder of the semester to account for the compensation not earned.
- IV. A Resident Advisor who resigns or is terminated from the appointment may not reside in the building or area in which they previously worked.

#### **Reapplication:**

The Resident Advisor position is for a full academic year appointment. Staff will be required to reapply. Reappointment is based on job performance and an evaluation of the staff member by the Campus Life professional staff.

#### **Technology Agreement:**

Student staff members should only use the provided housing database for work-related purposes. Using this database for personal motive is strictly prohibited. Each student staff member is provided unique credentials for individual use and should not be shared with other students, faculty, or staff members. All activities completed within the housing database is logged within the system. These logs may periodically be checked by Campus Life staff and student staff users accessing data without reason or attempting to access data outside of the scope of their work will receive follow up and potential job action dependent on the severity of the situation.

Student staff members on-call use a department-owned iPhone as part of their on-call responsibilities. When on call, the student staff member will receive an iPhone and accessories, including a power adapter, charging cable, case, and software for use. The student staff member may not install any software which violates the Dickinson College's Responsible Use Information Technology Resources Policy. Uninstalling any provided or iOS software or profiles is not permitted. Campus Life professional staff will monitor the iPhone to ensure compliance with Dickinson College's Responsible Use Information Technology Policy and this agreement. Any attempt to "jailbreak" the device or to remove any Residence Life & Housing information will not be permitted.

The student staff member shall use reasonable care to ensure that the iPhone and accessories are not damaged. In the event of damage or loss/theft of the iPhone or accessories, it is the student staff member's responsibility to notify Campus Life professional staff as soon as possible.

The iPhone should be secured or always attended. Staff members should avoid situations that are conducive to loss or damage, including but not limited to, broken screens, water damage, or extreme temperatures. Staff should not alter the physical equipment or make permanent changes. Staff should return the phone and its accessories in the same condition they were received at the end of their on-call shift.

**Key Agreement:**

Student staff members will have access to building or campus-wide master keys to assist with on-call responsibilities, room inventories, health & safety inspections, and opening/closing procedures. When in possession of master keys, student staff members are responsible for safe-keeping and proper usage. Student staff members should only key into spaces identified by professional staff or rooms that students are locked out of while the locked-out student is present. Student staff members should always be accompanied by another Campus Life staff member when using a master key to enter a space. When exiting a space, the student staff member(s) should lock all doors behind them.

The student staff member who signed out the master key is responsible for the appropriate safe-keeping and usage of the key. They are expected to uphold and role-model policy for keys and lockouts as outlined in the Dickinson College's Residential Living Guidelines and Policies.

**Confidentiality Agreement:**

As a student employee of Dickinson College, I understand that I have the responsibility and duty to protect the privacy of all College information, including but not limited to information regarding current students and former students. I recognize that at any time I may be made aware of any confidential and/or private information about the College and/or information pertaining to current and former students. I understand that all information that I obtain, see, observe, hear, or become aware of by any means is considered confidential. I further understand that the unauthorized release or discussion with others of such information, whether to parties internal or external to the College, is strictly prohibited and may lead to immediate termination from residence life student employee role.

As a Dickinson College student employee, I also understand that there are legal prohibition to the dissemination of student information to others under the Family Educational Rights and Privacy Act of 1974 (FERPA).

If I am in doubt about a request for information, I understand that it is my responsibility to discuss the request with my supervisor prior to a decision to release the information. If I become aware of a violation of the Confidentiality Agreement, I must report it immediately to my supervisor.

**Acknowledgement:**

My signature below acknowledges I have thoroughly read the Resident Advisor Position Agreement. I understand I am responsible for abiding by the terms and conditions of this agreement and failure to uphold the agreement may result in release from this appointment. I also understand my appointment to the Resident Advisor position is for only one academic year (unless a semester appointment is approved in advance) and I must participate in a re-appointment process if I would like to be considered for an additional appointment. If released from the Resident Advisor appointment, any future paid and unpaid student leadership opportunities within Campus Life may be denied.

I allow Campus Life to include my image on the College website and social media.

\_\_\_\_\_  
First & Last Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature