

The responsibilities of this appointment will require a minimum of 10 hours per week. The agreement period extends from August 19, 2014 to May 17, 2015. Residence Life & Housing must agree upon any exceptions to the following:

**FINANCIAL ARRANGEMENTS**

Your total remuneration\* includes:

- I. Resident Advisors (RAs) are provided a room, with no cost, for the term of employment. Some RAs have roommates and are required to maintain 100% occupancy in their apartment, if applicable.
- II. A stipend of \$300 per semester. If a student leaves or is released from the RA appointment before the semester ends, he/she will receive a prorated amount of the stipend for the time in the position. If a student is appointed mid-semester he/she will receive a prorated amount for the remainder of the semester.

*\*RA remuneration may affect some students' financial aid packages. Please contact Financial Aid for further information specific to your package.*

**POSITION RESPONSIBILITIES**

**I. Community Development**

1. Support the mission of Residence Life & Housing in building a strong community on all levels.
  - a. Create an environment where students are able to sleep and study.
  - b. Serve as an ambassador of Residence Life & Housing and the Division of Student Development.
2. Facilitate and encourage the development of a sense of community within your assigned area.
  - a. Be personally acquainted with each person on your floor or section.
  - b. Be available and visible in your area.
  - c. Be friendly and outgoing.
  - d. Accept and keep confidences; maintain privacy.
  - e. Visit students in their room.
  - f. Convey an openness and receptivity to all residents.
  - g. Facilitate intellectual and social connections between residents.

**II. Event Planning**

1. Work collaboratively to plan and implement events as described in the Residence Life & Housing community development model.
  - a. Assume an active role in the event planning process.
  - b. Ensure that you are leading an appropriate amount of events to be set by your Residential Community Director.
  - c. Be available to assist with other staff members' events.
  - d. Keep your bulletin board(s) current.
2. Submit all necessary paperwork (i.e. planning documents, evaluations) as scheduled.

**IV. Required Attendance**

1. Arrive and depart campus in accordance with the dates outlined below:
  - a. August 19, 2014 – Resident Advisor Fall Training Check-In (arrive by 4:30pm)
  - b. December 21, 2014 – Winter Break (depart after 2PM)
  - c. January 13, 2015 – Return for January Training (arrive by 4:30pm)
  - d. May 13, 2015 – End of Year (depart after 2PM) –

*\*\*\*Unless on assigned duty through Commencement weekend\*\*\**

e. May 17, 2015 – End of Year (depart after 2PM) –

*\*\*\*Staff assigned duty through Commencement weekend\*\*\**

2. Attend weekly staff meetings every Tuesday evening from 8pm-10pm.
3. Attend one-on-one meetings as scheduled by your Community Advisor or Residential Community Director.
4. Attend staff training and other activities required by Residence Life & Housing. These include, but are not limited to, Fall Training (Aug. 19-26, 2014), First-Year Move-in and Opening Weekend (August 27-31, 2014), January Training (Jan. 13-16, 2015), and Spring Opening Weekend (January 17-18, 2015).
5. Be on campus throughout the academic year with the exception of Winter Break. The residential facilities will be open and Resident Advisors will be on duty for the Fall Pause, Thanksgiving Vacation, and Spring Vacation. Please discuss travel plans in advance with your Community Advisor and/or Residential Community Director.
6. Actively participate in the recruitment and selection of Residence Life & Housing staff members, which will require weekend commitments in the spring semester (dates to be shared in January training).
7. Participate in an evaluation session each semester with the appropriate Community Advisor and Residential Community Director.
8. Participate in all other job related activities as assigned by the Community Advisor or Residential Community Director.

## II. Duty Responsibilities

1. Serve in a daily duty rotation with other Resident Advisors in your area. The duty period is 4:30pm-8:30am on weekdays and 24 hours a day starting Friday at 4:30pm through 8:30am on Monday.
2. Pick up the duty binder and its contents from Student Life office between 12noon and 4pm on the day of assigned duty. Return the duty binder and its contents to the Student Life office between 8:30am and 12noon the next day. On Saturday and Sunday, the binder must be passed directly to the person beginning their duty period.
3. Remain in the duty area, with the exception of 30 minutes for meals, during the duty period. Staff should remain on campus at all times while on duty.
4. Answer the duty phone at all times and respond as necessary while on duty.
5. Conduct rounds through the duty area twice per night Sunday through Wednesday and three times per night Thursday through Saturday.
6. Maintain all other duty expectations as communicated during training.

## VI. Administrative Responsibilities

1. Assist with the check-in and check-out process at the beginning and end of each academic year.
2. Complete all assigned paperwork on time and deliver it to your Residential Community Director, as appropriate.
3. Visit the Student Life office daily to check your mailbox.
4. Distribute all materials and notices to students in your mailbox the same day that you receive them or as requested.
5. While on duty you will have access to a master key for buildings in your area:
  - a. The master key is only to be used by a staff member to allow locked out residents admittance to their assigned rooms or in case of an emergency situation when you have explicit direction from the Residential Community Director or Student Life on Call staff.
  - b. Keep the master key secured at all times when in your possession.

- c. Never lend the key to another student for any reason.
6. Assist with health and safety inspections
7. Assist with fire drills.
8. Walk your floor/section frequently, identify and report any maintenance or safety concerns.

#### VII. General Responsibilities

1. Consistently display a positive attitude toward fulfillment of the job expectations and responsibilities to residents, Residence Life & Housing staff, and other College offices with which you come into contact.
  - a. You are expected to be a good role model in all situations that you find yourself.
  - b. Demonstrate initiative, interest, enthusiasm and cooperation with respect to job responsibilities.
  - c. Display a positive and caring attitude toward other staff and students.
2. Project yourself as a positive role model with the knowledge that the Resident Advisor position is a recognized leadership position carrying with it a significant amount of responsibility to your fellow students and the College as a whole. Such responsibilities include the expectation that you will act in a professional manner at all times.
  - a. Display exemplary personal conduct in accordance with the College's Community Standards.
  - b. Communicate openly and honestly with the entire staff.
  - c. Support fellow staff members through what you say and what you do.
  - d. Always speak positively about other team members and building staffs. If you have staff concerns, please talk to your Residential Community Director.
  - e. Everything that is said and done with the staff is to remain confidential.
  - f. Attend staff development activities.
  - g. Become acquainted with the resources available and refer students as necessary to College offices such as Campus Leadership & Engagement, Dean of Students, Wellness Center, Department of Public Safety (DPS), Academic Advising, Registrar, Financial Aid, and others.
  - h. Report issues of concern as appropriate (work orders, reports to DPS) and share information with your supervisor.
  - i. Be familiar with emergency protocols and assist in crisis situations as directed.
3. Work actively toward completing personal and professional goals.
4. Strive to achieve a positive balance between academic responsibilities, duties associated with the Community Advisor position, and the continuing maintenance and improvement of your personal well-being.
5. Maintain all other expectations as communicated by the Community Advisor or Residential Community Director.

#### VIII. Specific Provisions

1. Must be registered as a full-time student at least in his/her third semester (with at least 8 total credit hours earned).
2. Maintain a minimum cumulative GPA of 2.75. If a 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 Residential Community Director.
4. Hold no other job during the period of the agreement unless approved by the Residence Life & Housing.
5. Limit participation in any on-campus or off-campus organization to the levels agreed upon by both you

and the Residential Community Director prior to your selection as a Resident Advisor.

- a. Discuss all involvement in co-curricular activities with your Community Advisor and Residential Community Director.
  - b. Before assuming new responsibilities, discuss the possibility with your Community Advisor and/or Residential Community Director.
6. Notify the appropriate Community Advisor and Residential Community Director of any anticipated absence, those exceeding 24 hours from campus, no less than 48 hours prior to the anticipated absence. Absences for an extended period of time (more than four days) will require approval by the appropriate Residential Community Director.

#### **TERMINATION**

Termination, by mutual agreement or if determined necessary by Residence Life & Housing, may be effected 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 Residence Life & Housing. This includes but is not limited to personal violations of stated College community standards.

- I. If a Resident Advisor resigns or is released from the appointment, you must vacate your residential assignment by an agreed upon date with the Residential Community Director. If belongings are not removed by this date, the student will be charged for the removal and storage of items, the cleaning, and preparation of the room for a new student.
- II. A Resident Advisor who resigns or is released from the appointment may not reside in the building or area in which he/she previously worked.

#### **ELIGIBILITY FOR REAPPOINTMENT**

A staff member may be eligible for reappointment. Eligibility in and of itself, however, does not constitute a commitment on the part of Residence Life & Housing to offer reappointment. Reappointment is based on job performance and an evaluation of the staff member by the Residence Life & Housing professional staff.