



**Department of Residence Services  
Residential Communities**

**Resident Assistant – Employment Agreement AY 2016-2017**

Welcome to the Resident Assistant (RA) position for the 2016-2017 academic year! The RA is an integral position in the Department of Residence Services and we are excited to have you joining our team! This document serves as an overview to the position and as an agreement between YOU and the Department for this academic year.

In carrying out the mission of the department, you are responsible for creating safe and inclusive communities that foster student success. In doing so, we count on you to assist with the administrative functions essential to the operation of the hall community. While details about specific job expectations can be found in the staff manual, these goals are generally accomplished by fulfilling the roles outlined below:

**Role Model** – Perhaps the most influential role you will have this year is that of role modeling. As the RA in a given community you carry all of the benefits and responsibilities of being a leader among your peers. We believe that the influence from one's peer group is greater than from anyone else; thus we are committed to having students serve in this role. Given this leadership role it is critical that you espouse characteristics *and* emulate behaviors that are in alignment with the mission of the department. Modeling also includes upholding and personally adhering to all of the policies, procedures, and community standards set forth for residential communities.

**Community Leader** – RAs are responsible for supporting and developing relationships that help students form connections with each other and the university. In order to facilitate community, it is critical that you are visible and available to your floor and hall communities. Some areas you will be responsible for as a community leader include knowing all members of the floor [section], facilitating community and roommate agreements, coordinating community building efforts, promoting hall leadership opportunities, and fostering a strong academic climate. RAs will work with their direct supervisor to support and implement the Community Development Model (CDM).

**Educator** – We expect you to help engage students in learning by promoting their academic success. To accomplish this, we expect you will model behaviors that foster community, reinforce responsible citizenship, and honor differences. In addition to modeling, the activities we endorse and promote demonstrate our commitment to these values. You will be expected to create community activities and to implement academic initiatives (i.e. community study groups, engaging students in conversations about academics, promotion of academic resources, and academically focused programming) throughout the year.

**Administrator** – In order to pull everything together, RAs are expected to be competent administrators. This area includes being present and engaged in all training, meetings, and community events. It also encompasses being timely, completing paperwork, being available when needed, and following policies and procedures. Competency in this role is essential in accomplishing the expectations across **all** roles. It is important to acknowledge that this role is often the easiest to measure and will often serve as a gauge for whether or not other roles are being fulfilled.

**Helper** – As an RA, you will regularly encounter students needing assistance. These students may live on your floor or may simply surface as a student in need while you are on duty. More often than not, your role in these situations will be to connect the student to campus resources. As a result, we will spend considerable time and attention ensuring that you are well versed about campus resources and accessing these tools. It is equally important to communicate issues and concerns to your supervisor so they can intervene when necessary and offer additional resources and support. In addition, your one-on-one appointment time provides a personal outlet for each RA to discuss stress management techniques related to the role of serving as Helper.

**Team Member** – RAs are members of many communities. As members of these communities, it is our expectation that you recognize you are part of a team and contribute accordingly. As a team member, we expect that you will contribute positively and constructively in all settings, demonstrate care and understanding of staff colleagues, work collaboratively with others, and seek to understand and support departmental decisions. While it is expected that you will not always agree, it is necessary to channel dissent appropriately.

As outlined in the roles above and as demonstrated in the expectations for the position, the RA position is a leadership role matched by few others on our campus. We are confident that you will benefit greatly from your experience as a staff member in our department! We also know that the responsibilities for this position are vast and the demands placed on you will be tremendous at times. While you are compensated, it is important to acknowledge that there is no way to fully compensate you for the work you will do for students this year. With this in mind, we urge you to consider one final time, the commitment you are making by accepting the RA position.

**Position Appointment Dates:**

Resident Assistant appointments are made for the entire academic year. We count on RAs to provide coverage during breaks and holidays as needed. However, we also want to ensure that you have time off as well so while you will need to stay late and return early from winter and spring break you will have the majority of these breaks off.

- **Start Date:** the return date for RAs begins up to two weeks prior to the first day of classes for the fall semester but the actual appointment date (for stipend purposes) starts after that time; specific return date will be announced by the Training and Development Committee late in the spring semester. **[For AY16-17 the return date for RAs is Wednesday, August 17, 2016; however, RAs may arrive back to campus as early as Sunday, August 14, 2016].**
- **Winter break:** RAs are expected to return from the semester break the Friday prior to the start of spring classes, for mid-year training and to prepare the halls for spring opening. RAs are expected to stay on campus until the Monday following fall semester finals week.
- **Spring break:** RAs will be released for spring recess no later than the Saturday of the spring break week and are asked to return by the Sunday at the end of the break (unless scheduled for duty coverage prior).
- **End Date:** The RA appointment ends for the year on the Monday following finals week.

**RA appointments** are for one academic year. Reappointment for the following academic year is contingent upon performance evaluation, staffing configurations, departmental need and funding.

**Compensation:**

- **Room waiver:** RAs are assigned to specific hall communities based on departmental needs. You will receive a room fee waiver for the hall you are assigned. The department reserves the right to displace or reassign your room at any point.
- **Meal plan:** You will also receive a basic meal plan each semester, accessible through your student FLASHcard. The meal plan is intended to supplement meal expenses throughout the year; it may not cover the cost of all meals. The meal plan is intended as a tool to help you build community with your residents. The meal plan is awarded at the start of each semester so if a staff member leaves the position before the end of the semester or is terminated; you will be responsible for any usage over the current academic year's per-diem rate (see RA manual for more details). Housing and some meals will be provided for training periods.
- **Stipend:** First year RAs are paid a stipend of \$350.00 per semester paid in bi-weekly installments. RAs with one full year, or more, of experience will be paid \$375.00 per semester. RAs with a roommate will receive additional compensation. Stipends begin after fall training.

**Roommates:** Staff members who are assigned roommates for the year are expected to uphold the same standards regarding roommates as any other student within the halls. The department reserves the right to make and/or change room assignments as needed.

**Accommodations:** If you require accommodations for a documented disability please contact the office of Student Accessibility Services (SAS). SAS will notify the department of needed accommodations. Please note that in order to optimize staffing assignments and consider variables such as learning communities, we strongly suggest that room accommodation requests be completed by end of the Spring semester.

**Outside Employment:** Due to the live-in nature of the job and the necessary close and continuous contact with students, outside employment of any kind is discouraged. REQUESTS for exceptions must be discussed with and approved in writing by the respective Residence Hall Director/Assistant Director prior to accepting an outside employment opportunity. **No exceptions will be made for RAs during their first semester of employment.** If approved there will be a limit of up to ten (10) hours per week for additional employment, providing that the requestor is not on job probation or grade probation during the current semester of additional employment. **University policy limits student employment to no more than 28 hours per week; therefore, requests for outside employment will be limited to employment outside the University.**

**Employment Agreement:**

Your signature on this employment agreement indicates that you have read and agree to the RA employment agreement and appointment dates listed. This agreement is contingent upon meeting basic requirements of the position, obtaining the necessary GPA/credit hours, and a successful criminal background check. **Additional Details regarding specific job expectations can be found in the staff manual.** Failure to meet the expectations as set by the department will result in the staff disciplinary process which may include termination from the position.

RA Name Printed: \_\_\_\_\_

RA Signature: \_\_\_\_\_ Date: \_\_\_\_\_