

Resident Assistant Agreement and Job Description 2019-2020

RA Agreement

By signing below, I (also referred to as "Resident Assistant" or "RA" in this document) accept the following conditions regarding my employment as a Resident Assistant (RA). I understand and agree to the following:

Employment and Benefits:

1. Period of Employment: August 21, 2019 through May 10, 2020.
 - a. Fall semester - must report to campus no sooner than August 21, 2019.
 - b. Spring semester – must report to campus no sooner than January 7, 2020.
2. End of Employment:
 - a. Mid-Year Graduation, Study Abroad, non-Regional Nursing Preceptorships or Off-Site Internships: If an RA leaves their position after the first semester due to graduation, study abroad, non-regional nursing preceptorships, or off-site internships, and with written notice to their supervisor no later than October 1, 2019 there is no penalty.
 - b. Withdrawal from the College: If an RA withdraws from the College, refund of any monies paid by the RA for a meal plan will be refunded per the College refund schedule.
 - c. Termination or Resignation:
 - i. If an RA is **terminated** from the position, they will be charged by the College on a pro-rated basis for room and meal plan costs for the remainder of the semester.
 - ii. If an RA **resigns** from their position or **abandons** the position by not completing the length of the period of employment, they will be charged for room and meal plan costs for the entire semester as they have failed to fulfill the terms of this agreement.
 - d. On-Campus Housing: If an RA is terminated and/or resigns and/or abandons position, they may no longer reside in an RA room and will be reassigned. Please note: alternate on-campus housing is not guaranteed.
3. Living on Campus:
 - a. Participation: As a fundamental function of an RA is to be present and available to residents, students who choose to participate in student teaching, internships, or non- regional nursing preceptorships that require living off-campus and/or time away that is above and beyond one weekend a month may not be employed as an RA during the semester in which they are involved in that experience.
 - b. Room Benefit: RAs receive a room at no charge as remuneration.
 - c. Placement: Although RAs may be asked for their preference in student population, placement is at the sole discretion of the Office of Residential Life. RA placements are assigned after College housing selection and may be changed at any time as community and/or staffing needs change.
4. Eating on Campus:
 - a. Participation: As we expect RAs to build community by sharing meals with residents and as well as their RA teams and other RAs, All RAs must carry at least the Tier 1 Meal Plan.
 - b. RAs that choose to carry a meal plan higher than the Tier 1 Meal Plan will be billed for difference in cost of the two plans.
 - c. RAs in their first 2 semesters will be billed for half of the cost of the Tier 1 Meal Plan each semester.
 - d. Starting with the third semester of employment, RAs are provided the Tier 1 Meal Plan at no cost.
5. Parking: RAs are required to pay for their own parking permit, however, as spaces are available RAs will be assigned to the closest **student** parking lot to their assigned building/area provided all applicable parking permit deadlines have been met.
6. Time Away: With supervisor's approval, an RA may take off one weekend per month; however, at least 50% of each building/area staff must be present each weekend.

Academic and Behavioral Requirements:

1. RAs must maintain a minimum overall GPA of 2.5 and a GPA of 2.0 each semester.
 - a. An RA with a semester GPA under 2.0 may be placed on probation or terminated after a discussion with their supervisor and the second-level supervisor.
2. RAs must be full time students (at least 12 credits) and may carry up to a maximum of 19 credits per semester.
3. RAs in their first semester must register for and successfully complete RA Seminar (ITDY140).
4. Standards for Social Networking:

The use of social media by RAs is supported provided:

 - a. No offensive or inappropriate (as determined by the Office of Residential Life) pictures or comments are posted;
 - b. Any information placed on social media does not violate the RA Agreement, the RA Standards of Conduct or the Student Code of Conduct;
 - c. Photos and/or comments posted on social media do not depict Department or College related activities inappropriately.
5. RAs must adhere to the Student Code of Conduct at all times and maintain good student conduct standing (not be assigned a sanction of disciplinary probation) through the length of their employment.

Time Commitments:

Although there will be periods of more and less time commitment, in an average week, RAs should plan about 25 hours of obligations.

1. Training: RA Training is mandatory each semester.
 - a. The RA training period includes all days, evenings, and weekends from your early arrival on campus until classes begin for the semester.

- b. RAs are expected to attend all sessions, including meals.
 - c. Any College-related conflicts must be discussed, resolved, and approved by Associate Director of Residential Life in advance of training.
 - d. If you are a Fisher athlete you must provide your practice schedule to the Associate Director before training begins and we will provide you a modified schedule if necessary.
 - e. You may not miss training for other jobs, vacations, concerts, etc. Plan to be available the **entire** duration of RA Training
 - f. Consuming alcohol during RA training is prohibited (even if you are 21).
2. Opening and Closing:
 - a. Fall Semester
 - i. Move-in/opening- August 31 and September 2, 2019
 - ii. Closing/health and safety room inspections- December 14 and 15, 2019: Although the residence halls close Saturday for residents, RAs are expected to stay until all rooms are inspected and closed which may be Sunday if necessary.
 - b. Spring Semester
 - i. Move-in/opening- January 12, 2020
 - ii. Closing/Room Inspections- start May 2 until May 10, 2020: During senior week, we support graduating seniors' ability to participate with their peers while balancing their commitments to their ResLife obligations. Although the residence halls close Saturday for graduates and volunteers, RAs are expected to stay until all rooms are inspected and closed which may be Sunday if necessary. Graduating RAs are expected to complete their RA closing obligations before commencement therefore which enables them to be exempt from working closing on graduation Saturday and the following Sunday.
 3. Weekly Commitments:
 - a. Time being active with, and present for, residents: approximately 15 hours per week
 - b. Programming and community building: approximately 5 hours per week
 - c. Staff meetings: RA staff meetings are on Tuesday nights from 9:30pm-10:30pm
 - d. Individual meetings: minimum of 30 minutes per week
 - e. Miscellaneous administrative duties: approximately 3 hours per week
 4. Duty:
 - a. Regular Duty:
 - i. Sunday-Thursday: 7pm to midnight
 - ii. Friday-Saturday: 7pm to 2am
 - b. Break Duty:
 - i. Break duty is 9pm to midnight.
 - ii. When meal plans are not active, RAs will be reimbursed for meals for the nights they are on duty.
 5. ResLife Obligations:
 - a. In-service meetings: 2 per semester, 7-9pm (October 13, 2019, November 10, 2019, February 9, 2020, March 22, 2020)
 - b. Committees/departmental opportunities: depending on committee, commitment may be weekly, bi-weekly or monthly
 - c. Fire safety inspections
 - d. New RA Selection: group process and interviews
 - e. RA Events:
 - i. Fall Fun Day- September 28, 2019 (time will depend on event)
 - ii. Winter Brunch- December 1, 2019, 10am-noon
 - iii. RA Banquet- May 3, 2020, 5pm-7pm

Outside Activities and Other Employment:

1. College activities and outside employment may not interfere with the commitments of being a Resident Assistant in any way.
2. Due to the time commitment and expectations of the position, RAs:
 - a. Must discuss all co-curricular involvement with their supervisor prior to the first day of classes each semester;
 - b. May not be on more than one e-board of a club or organization;
 - c. Must limit outside employment to ten hours per week;
 - d. May not serve as student representative on the Student Conduct Committee;
 - e. May not serve as overnight host for Admissions, Athletics or HEOP.

RA Standards of Conduct:

1. RAs must perform all duties as described in the RA Job Description all times.
2. Personal behavior should reflect that RAs are aware of their responsibility as a positive role model and as a representative of the Office of Residential Life.
3. RAs must maintain an atmosphere in their room that makes all residents feel comfortable visiting
4. RAs are expected to demonstrate integrity, open-mindedness, and personal behavior that is above reproach.
5. RA conduct must set the highest standard of ethical decision-making and role modeling for students. RAs should not:
 - a. Promote non-College sponsored events where alcohol is being consumed;
 - b. Be under the influence of alcohol or other substances while performing any job responsibilities;
 - c. Use their position or title for personal advantage or gain, including as an excuse for missed class/academic requirements;
 - d. Represent any opinion or statement as the policy or view of the Office of Residential Life;
 - e. Represent any opinion or statement as the policy or view of any individual in their capacity as a staff member on behalf of the Office of Residential Life.

Job Description

RAs are expected to carry out all duties as outlined in the Resident Assistant Job Description below.

Community Building and Programming:

1. Connect, engage, and support students by having a strong presence on the floor/in the building as well as frequent interactions with residents.
2. Know floor/building residents by name.
3. Facilitate interaction between residents of floor/area and residents within the hall.
4. Accompany residents to events on-campus.
5. Engage residents in conversations that are thoughtful, reflect care, and engender trust.
6. Manage community concerns with sensitivity while exhibiting respect for all community members.
7. Respond promptly to community issues (noise, vandalism, etc.).
8. Maintain a community that is conducive to student success.
9. Demonstrate understanding of ResLife Learning Outcomes while complete all necessary RA programming requirements as outlined in the Community Action Plan (CAP).
 - a. RAs in semesters 1 and 2 must complete at least Bronze Level
 - b. RAs in semesters 3 and 4 must complete at least Silver Level
 - c. RAs in semester 5 or more must complete at least Gold Level
10. Create passive programs that address learning outcomes and resident needs.
11. Share information with supervisor related to the health, safety and wellbeing of members the community.

Safety:

1. Completes responsibilities while serving "on-duty" within the hall/area as outlined in "RA Duty Responsibilities" in the RA Handbook.
2. Be familiar with and follow RA Emergency Response Protocol.
3. Report any situations regarding the health, safety or wellbeing of students and other members of the campus community.
4. Create and maintain a safe living environment that is conducive to sleep and study.
5. Enforce the Student Code of Conduct and College policies.
6. Demonstrate appropriate confrontation skills as well as the ability to remain neutral.
7. Complete and submit incident reports immediately following conclusion of any incident.
8. Be familiar with evacuation procedures, safety procedures and the location of fire-safety equipment.
9. Respond to any campus incident regardless of whether or not you are on duty.
10. Cooperate with Safety & Security and Facilities to ensure compliance with campus safety procedures.
11. Follow all procedures related to Title IX reporting.
12. Serve as a Campus Security Authority.

Student Support:

1. Provide guidance and support to students, referring them to the appropriate College resources as necessary.
2. Maintain appropriate boundaries with residents.
3. Provide clear and accurate information related to safety, security, and emergency situations.
4. Actively listen to residents' issues and concerns and offer suggestions as necessary.
5. Accurately recognize students in distress and make appropriate referrals.
6. Facilitate Roommate Dialogue Form and Roommate Agreement processes.
7. Be knowledgeable about, and able to explain, the Student Code of Conduct and College policies.
8. Be knowledgeable about, and able to explain, ResLife policies and procedures (i.e. housing selection, room changes).
9. Proactively address roommate and suitemate concerns, aiding in creating agreements.
10. Assess and discuss hall atmosphere and trends with supervisor to set action plans.
11. Maintain privacy as related to the academic, behavioral or health status of any person in the College community.
12. Use discretion when sharing student information with other RAs on staff.

Administrative Responsibilities:

1. Check RA mailbox daily.
2. Check and respond to College email daily.
3. Attend weekly staff meetings and weekly individual meetings with supervisor.
4. Complete and submit weekly reports.
5. Attend all RA training and in-service meetings.
6. Post and remove approved flyers and advertisements in an appropriate and timely manner.
7. Complete paperwork and tasks accurately and in a timely manner.
8. Remain in the halls one day after the official closing each semester to assist with health and safety inspections and room inspections.
9. At the conclusion of break periods, RAs must return to campus no later than noon on the day residence halls open.
10. Encourage and incent participation with ResLife assessments (EBI).
11. Complete other projects and assignments as requested by supervisor.

Building Responsibilities:

1. Be responsible for all assigned keys and use them only as directed in the RA Master Key Agreement.
2. Assist with resident lock-outs.
3. Conduct check-in/check-out inspections of rooms, promptly returning all keys.
4. Respond to housing concerns as outlined in RA Handbook.
5. Process work orders as outlined in RA Handbook.

Other Responsibilities:

1. Participate in departmental opportunities, and committees as assigned.
2. Assist in the Resident Assistant recruitment and interview process.
3. Assist with the interview process for professional staff as needed.
4. Assist with new student orientation as needed.
5. Starting in their 5th semester, RAs are expected to present at RA training.
6. Participate in RD and RA evaluation processes.
7. Follow all expectations set by ResLife professional staff.
8. Adherence to the RA agreement and supervisor expectations are considered as part of the evaluation process for continuation in the RA position as well as rehire consideration for the next academic year.
9. Rarely, additional duty coverage may be scheduled outside of regular duty hours in rare circumstances for campus events.
10. The Resident Assistant job description above is not an exhaustive list of RA tasks and other duties may be assigned.

I acknowledge the expected period of employment and failing to finish my term of employment may result in being charged back room and board. I also understand this agreement and job description and agree to abide by both for the duration of my employment as a Resident Assistant.

Print Name: _____ Signature: _____ Date: _____

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