



Resident Assistant Contract 2018-2019

I, _____, understand Resident Assistants and Senior Resident Assistants work with students and other Residence Life personnel to promote a socially, culturally, and educationally enriching experience for students. **It should be understood that this description cannot cover all the roles and duties performed by the Resident Assistant. Some duties are unique to each residence area and will be outlined by the Director of Residence Life or Assistant Director of Residence Life. This contract is for the employment period of August 1, 2018 through May 30, 2019.**

General Statement

Under the direction of the Director of Residence Life (DRL) and/or the Assistant Director of Residence Life (ADRL), the Resident Assistant (RA) and Senior Resident Assistant (SRA) are responsible for working closely with other Residence Life staff members to develop and maintain an atmosphere that promotes residential communities through excellence in academics and personal development opportunities for students. RAs and SRAs are charged with developing communities and presenting programs that involve students, faculty and staff. Developing the holistic student is an intentional goal of this position. As an employee of Residence Life, each RA will adhere to, administer, and enforce policies and procedures as outlined in the university's Code of Conduct.

The RA and SRA's roles encompass community development, programming, and administrative and staff responsibilities, and as such, requires flexibility from the individual in this position. They are to serve as a resource to both residents and staff and shall uphold the goals and policies of Residence Life. The responsibilities listed will be carried out under the supervision of the DRL and ADRL.

The SRA role also includes the expectation of mentoring new and returning staff and has a higher expectation of administrative ability. This staff member will be responsible for overseeing the daily management of the Front Desk in their assigned area, including hiring and evaluating of student staff members. Applicants will be expected to have an impact on their floor and staff communities through positive role modeling and professional development opportunities.

We are looking for individuals with goals in line with Residence Life with the ability to provide leadership to fellow staff members and students.

The Residence Life Staff has an obligation to the University, as well as to the students with whom they work, to understand and promote our educational goals with confidence and competence. The Staff aids in the realization and support of these programs. Staff relationships with the students are guided by the perception that the Residence Life program is fundamentally educational in nature.

The Staff is committed to the belief that students accept the responsibilities in a community environment not only for their behavior, but are responsible for the actions or results of such behavior. As a result, the residence halls are viewed as an area in which the total development of an individual may be realized. The Residence Life Staff is relied upon to a high degree to develop and carry out specific programs that assist students in the process.

Residence Life Goals

Within the limitations of responsibility to the total University community, every effort must be made in the programs and approaches to a student to respond to the "uniqueness" of each individual. The goal should be to develop the student's responsibility for their own actions by allowing them to regulate and govern themselves appropriately.

Specific goals for the Residence Life Staff at Christian Brothers University are the following:

- ✓ To promote an atmosphere conducive to academic achievement and intellectual stimulation
- ✓ To promote one-on-one assistance by listening, advising and referring
- ✓ To promote and support the initiation of extracurricular programming developed around the philosophy of wellness
- ✓ To aid students in developing a sense of individual responsibility and self-discipline
- ✓ To provide comfortable, safe and convenient places to reside
- ✓ To interpret University objectives, policies and rules to the student and to help students utilize the broad range of services and agencies available to them

Minimum Qualifications

1. **Academic Standing:** Undergraduate students in good standing with the university and possessing a minimum **2.500 cumulative GPA** at the time of application. A semester and cumulative GPA of 2.500 must be maintained throughout the period of employment. A GPA check will occur each semester that you are to enter into the position to verify that you have met this requirement. Please note that **GPA does not round up**; any GPA below a 2.500 may make you ineligible to apply for the position. Release from position and/or academic notice may be required for staff members that do not maintain the 2.500 GPA requirement.
2. **Judicial Standing:** Candidate must be in good judicial standing. Good judicial standing is determined by number of previous incidents, severity of charges, and status of findings and sanctions. Release from position may be required for students who do not maintain this standing. No candidate or employee can have an OPEN judicial file during the interview and/or employment period.
3. **Residency:** Applicants must have had prior experience in group living or group leadership. **Off-campus students who have had this experience are encouraged to apply.**
4. **Experience:** Leadership experience in campus, community or residence hall work, activities or organization is desired.
5. **Personal Skills:** Must demonstrate skills in human relations, maturity potential for leadership, tolerance of different viewpoints, assertiveness, willingness to accept responsibility and sincere interest in working with students. Students must also have a record of good personal conduct.
6. **SRA:** Candidate must have served at least one year in the role of a Resident Assistant, preferably at CBU.

Terms of Employment (NOTE – All Important Dates and Times are Highlighted Yellow)

1. All candidates that have been **OFFERED AND HAVE ACCEPTED** the position MUST read through the Terms of Employment, the Basic Functions and Responsibilities of the position and initial each item. **Initials signify a clear understanding of these expectations.** Additionally, each staff member must sign and date the overall job description as an understanding that they have read through and agree to all terms. **Again, only candidates that have been HIRED should initial and sign this contract.** The due date will be conveyed in the offer letter. _____
2. The SRA and RA is expected to serve as a role model for all residence hall policies and procedures through day-to-day interaction with students and staff as well as through on-line sources (i.e. Facebook, Instagram, Twitter, e-mail, etc.). **Failure to serve as a positive role model may result in personnel action up to and including release from position.** _____
3. SRAs and RAs are hired for a specific building/community based on their skills and community needs. However, Residence Life reserves the right to re-assign or transfer the SRAs and RA's assigned area as deemed appropriate/necessary. _____
4. Maintain the required 2.500 semester and cumulative GPA throughout the term of employment. The Director of Residence Life and Assistant Director of Residence Life will complete grade checks in order

to ensure compliance with the academic requirements of the position. Release may be required for staff members that drop below the 2.500 GPA requirement. _____

- Maintain full-time academic status (**12 units per semester-undergraduate**) throughout the term of employment. Exceptions must have **prior** approval of the Director of Residence Life and Assistant Director of Residence Life. _____
- The period of employment for this position is as follows: _____

START DAYS	Fall Start Day	Spring Start Day
All SRAs:	Thursday, August 9, 2018	*Thursday, January 3, 2019
All RAs:	Thursday, August 9, 2018	*Thursday, January 3, 2019

END DAYS	Fall End Day	Spring End Day
All S/RAs:	Saturday, December 15, 2018	Saturday, May 11, 2019

***All S/RAs must be back on campus no later than 5pm on these dates to prepare for potential check-ins for their community**

End day times will be shared by supervisors. These days are subject to change depending on the need of the community. You may be required to serve duty during this period. It is STRONGLY RECOMMENDED that you do not make travel plans during this period until you have spoken to a supervisor.

- S/RAs are required to attend Fall and Spring training. Training will typically occur from 9AM-6PM daily. On some days, the schedule may go outside these times or may be overnight for a staff retreat. Weekend sessions may also be scheduled. **All parts of training are mandatory.** If an SRA/RA cannot attend all sessions, that staff member may have their offer rescinded. The training schedule is as follows, and staff will be expected to attend all parts of training. _____

	Fall Training Days	Spring Training Days
All SRAs:	August 10-19, 2018	**January 3-6, 2019
All RAs:	August 10-19, 2018	**January 3-6, 2019

****Please note: Training dates are subject to change. Final dates will be communicated in the offer letter.**

- Active participation in staff training (as mentioned in #7) as well as on-going in-service training programs and meetings. _____
- Staff will still be required to complete opening and closing tasks, specifically student check ins/outs throughout the year. _____
- Each staff member will receive a performance evaluation twice during their academic term of employment. Employment is contingent upon ongoing satisfactory job performance evaluation by the supervisor. Satisfactory job performance evaluation is defined as **meeting expectations** as defined by the job evaluation **in all areas of the job description.** _____
- Compensation:
RAs: The individual will be given a \$3200.00 scholarship to help offset the cost of room and board for a semester. If the room and board charges exceed the scholarship amount, the individual is responsible for the remaining balance. No other compensation will be offered for the position. _____
SRAs: The individual will receive room (single room occupancy in a fully furnished apartment or suite) and board during the live-in period of employment as compensation for their work. _____
- All candidates must be able to attend staff meetings. SRAs/RAs that are not able to attend the staff meeting for any reason (other than approved academic) may be released from the position. _____

Basic Functions and Responsibilities

The SRA/RA supports Residence Life in the development of a student life program within the residence halls. The following are the major roles and duties of the SRA/RA. It should be understood that this description cannot cover all the roles and duties performed by the SRA/RA. Some duties are unique to each residence area and will be outlined by the Director of Residence Life or the

Assistant Director Residence Life. The specific responsibilities of the SRA/RA position are divided into the following categories: _____

Community Development/Programming

- Work with residents to create an environment where mutual regard of the rights and privileges of residents exists, including respect for individual values and beliefs, a sense of belonging and unity, and a common desire to jointly undertake tasks and activities.
- Plan and implement programs that promote the educational aims of the University and its mission.
- Role model through actions and words a respect for human dignity and an appreciation for people of all races, ethnicities, genders, religions, abilities, and sexual orientations.
- Identify and encourage student leadership, participation, and interaction on the floor/hall/campus via activities and programs that meet the needs of the residents and are based on the mission of the University: Educating minds, touching hearts and remembering the presence of God.
- Be alert to the personal and social needs of the members of the residential community and make appropriate referrals for students who may need special assistance with personal, health, study, career or educational concerns.
- Assess residents' needs and wants on a regular basis; organize community gatherings to share information regarding programs, services and resources available on campus and through the Office of Residential Life.
- Promote an atmosphere for individual and group development by creating and holding recreational, educational, cultural, spiritual, occupational and social programming in the residence hall/floor.
- Create opportunities and encourage connections among students and faculty/staff.
- Act as a mediator between residents when necessary.
- Model appropriate conduct both on- and off-campus by personally abiding by all University policies and the Code of Conduct.
- Respond consistently and fairly to all violations of University policies and the Code of Conduct.

Housing

- Ensure a safe hall environment by monitoring security, fire prevention and proper maintenance.
- Process all paperwork in conjunction with the management of the residence halls (e.g. check-in, check-out, open and closing of the residence halls, room changes, room inventories and inspections, floor rosters, etc.).
- Assist in the daily maintenance and cleanliness of the residence halls by submitting work orders, conducting regular Health and Safety Inspections, keeping staff informed, etc.
- Be familiar with and be able to explain housing and maintenance procedures.
- Assist in building evacuations during fire alarms or other emergency situations.

Administrative Responsibilities

- Maintain confidentiality concerning position related information, relationships with staff, and student information.
- Support the student discipline process by documenting alleged violations of University policies, community agreements and/or the Code of Conduct and students in distress.
- Provide accurate, timely, and detailed information (e.g., Room Condition Reports, Facilities Forms, and Program Planning and Evaluation Forms) to the appropriate office.
- Submit duty logs when appropriate. These logs should be submitted by at least **9:00 a.m.** of the day following your night on duty.

- Submit written incident reports when appropriate. These reports should be submitted by **8:00 a.m.** of the day following the incident.

Duty

- Participate in a rotating duty schedule (typically 2-3 nights per week) for the assigned residence area in accordance with established policies. This will include duty over campus holiday periods (Fall break, Thanksgiving, Spring break, etc.). Primary duty consists of being present in the building from **7:00 p.m. to 7:00 a.m.** The RA must be available and make rounds between the hours of **7:00 p.m. and 12:00 a.m., 2:00 a.m. on weekend nights.** Please make sure you arrive at the Student Life Office by **7:00 p.m.** for duty. (If you feel like you will be late please contact the RD on duty and make him/her aware of your situation.) Responsibilities include open-door approachability, making regular rounds of the building/floor, reporting maintenance concerns, checking-in with the RD, encouraging community development and interaction, and responding to emergencies and crisis situations (i.e. emotional distress, psychological distress, maintenance issues) by contacting appropriate University personnel.

Training and Communication

- Attend and participate in all RA trainings and meetings, All weekly/bi-weekly meeting with your RD are mandatory. If you cannot make to one of the meeting please send your RD an email to let him/her know that you won't be able to make it. Always stay in communication with your RD's. **(Not communicating with your RD will lead to disciplinary action or immediate termination.)**
- All RAs are expected to stay until 8 p.m. during all hall-closing dates unless otherwise notified.
- Maintain communication with the RD regarding concerns or issues arising from interactions with residents.
- Confer with the RD, who is the mentor and direct supervisor of the RA, on all aspects of RA work through regularly scheduled meetings.
- Be reachable by a cell phone or another communication device.
- Assume other duties as assigned.

Behavior Concerning Alcohol

A major concern is related to the illegal consumption of alcoholic beverages, the use of illegal drugs, and any other violations of the law, which might reflect upon the University and upon you as its representative. Your role as a model for other students is one of the most important duties you will assume. Handle the responsibility carefully and with the respect it deserves.

- All Residence life Staff of legal drinking age who choose to drink alcohol either on or off campus must do so responsibly and role model appropriate use and behavior.
- Underage staff members may not consume alcohol on or off campus.
- Alcohol may not be present at Residential Communities sponsored events (i.e. retreats, programs, events, conferences, floor trips, etc.).
- Staff members must consider the implications if they are present when alcohol and/or drugs are being consumed illegally, especially if the staff member's residents are present.
- Staff members must remain alcohol and/or drug free when on duty, performing job-related duties, or responding to campus emergencies. Additionally, please note that whenever RAs are in their respective residence halls, and are either on or off duty, they are expected to be able to perform their RA responsibilities in response to emergency situations that may arise.
- Staff must not exhibit disruptive behavior in the residence hall community due to alcohol and/or drugs.
- Staff members may not host or be in attendance at functions involving alcohol and/or drugs in residence hall rooms. Staff members must consider the implications if they choose to drink alcohol with residents who are of age from their floor community.

