



2023-24 Resident Assistant Agreement & Position Description

DURATION OF POSITION: The Resident Assistant (SRA/RA) Position is an annual appointment for a 9-month period (August – May) and must be renewed. Involuntary dismissal of duties may occur at any time during the appointment due to poor performance or lack of compliance with Averett University policies, rules, and regulations.

REPORTING STRUCTURE: The Senior RA/Resident Assistant reports to the Area Coordinators (AC) and the Director of Residence Life.

QUALIFICATIONS:

1. Supportive of and in agreement with the mission of Averett University as an institution of higher education.
2. Full-time student of at least sophomore rank at the time of contract and available to serve the entire academic year.
 - a. Maintain at least 12 credit hours per semester. SRAs/RAs exceeding 18 credit hours must receive prior approval by the Director of Residence Life.
3. Maintain a minimum 2.50 cumulative grade point average. SRAs/RAs who fall below GPA requirements will be considered on an individual basis.
4. Proven academic performance and successful participation in extra-curricular activities.

COMPENSATION & ASSIGNMENT:

1. A scholarship to cover total housing cost for the academic year. *This scholarship will be a part of your tuition package and may offset loan eligibility amounts you have received in the past or would be eligible for without this position.*
2. SRAs/RAs will be assigned a single/private room as standard procedure. SRAs/RAs may receive a roommate if:
 - a. Emergency over occupancy; however, the potential roommate will be reassigned to the first vacancies that occur.
 - b. Emergency temporary accommodation for escalated situation in a room or suite.
3. Valuable leadership development and training.

OVERVIEW: Resident Assistants are undergraduate students who serve as live-in peer leaders and community builders. Each SRA/RA is assigned to a specific floor and/or building; they are responsible for overseeing the residents in their area. SRAs/RAs participate in training and eagerly create holistic learning communities to enhance the on-campus living experience. Showing positivity towards the Averett community, SRAs/RAs are devout student leaders and are **expected to assign priority to the SRA/RA position over all other non-academic activities (SRAs/RAs are students first).**

SPECIFIC RESPONSIBILITIES:

I. Administrative

- a. Maintain accurate occupancy records regarding residents assigned to the hall by using Averett's housing software, The Housing Director (THD).
- b. Assist the Department of Housing and Residence Life in the opening and closing of halls.
- c. Report facilities issues using Net Facilities and make follow-up checks on maintenance problems in the hall.
 - i. Assist and promote usage of Net Facilities to residents.
- d. Assist in Health and Safety Inspections twice a semester (or as deemed necessary).
- e. Document hall concerns and provide any follow-up required.



- f. Submit all necessary reports and forms in a timely manner (i.e., Advocate reports, room verification reports, room condition reports, check-in/check-out paperwork, etc.)

II. Advising

- a. Be a resource for residents and advise them with any personal or social concerns they may have.
- b. Be a role model and effective listener when problems arise.
- c. Promote and teach leadership skills and community building.
- d. Refer residents to appropriate campus resources and act as the liaison with the departments who receives the referral.
- e. Knows, abides by, and enforces all rules, regulations, and policies of the residence halls and of Averett.
- f. Practice professional confidentiality and use discretion in conveying personal information to the Department of Housing and Residence Life.

III. Communication

- a. Use their Averett University email accounts as official communication for RA related emails to students, faculty, and staff.
- b. Use the Department of Housing and Residence Life GroupME for communication with the team.
- c. Check their RA Mailbox located in the Department of Housing and Residence Life **daily** for flyers and other important information for their community.
- d. Establish and maintain a working relationship with Department of Housing and Residence Life and other resource departments including, but not limited to security, housekeeping, and facilities.
- e. Maintain a positive attitude towards the Department of Housing and Residence Life and the University, regardless of personal views.

IV. Building Community

- a. Know and interact with all residents within the assigned floor or area.
- b. Create an environment that provides for the safety and well-being of a diverse population of residents.
- c. Assist residents in personal growth by holding them accountable and enforcing community standards, University policies, and Housing and Residence Life policies.
- d. Mediate conflicts and help residents take responsibility for their behavior and its effect on the residential community.
- e. Coordinate programs and activities designed to meet the needs of residents in the assigned area.
 - i. **Must** follow Programming Procedures outlined in RA Manual.
- f. Disseminate information through hosting building/hall meetings, having meaningful interactions, creating informative bulletin boards, etc.

V. Student Conduct, Duty, and Crisis Management

- a. Role model community expectations both **on and off campus** consistent with University policies and state/federal laws.
- b. Be fair, consistent, professional and equitable in responding to residents' behavioral concerns and enforcing behavioral expectations.
- c. Recognize and respond to individual/group crises and discipline matters through appropriate referral channels and processes (i.e., direct supervisor, Residence Life On-Call, Campus Safety and Security, Health and Counseling Services, etc.).
- d. Participate in duty coverage for assigned residential hall/building at the assigned time.
 - i. **Must** follow Duty Protocols outlined in RA Manual.

VI. Staff Development

- a. Fall and Spring Semester Training - **ALL STAFF TRAINING IS MANDATORY**. All staff must attend and actively participate in all training sessions.
- b. **Mandatory Team Meetings:**
 - i. One (1) weekly meeting with Senior Resident Assistant and/or Area Coordinator.
 - ii. One (1) monthly meeting with entire Housing and Residence Life staff.



- c. Actively participate in office staff socials, retreats, banquets, developmental sessions, etc.
- d. Must commit to one (1) of the Residence Life committees (Social Media, Recruitment & Selection, Housing Operations, and Meetings & Events).

VII. Additional Responsibilities

- a. Must accept any other related expectations and responsibilities as assigned by Director Residence Life and/or Area Coordinators or see RA Manual.

SENIOR RESIDENT ASSISTANT: Senior Resident Assistants will receive an additional scholarship to cover their meal plan (*210 Meal Plan*). In addition to the responsibilities of all RAs, Senior Resident Assistants must meet the following responsibilities:

I. Specific Responsibilities:

- a. Serve as a peer mentor and resource for Resident Assistant(s).
- b. Provide leadership of RAs in a residential community while holding them accountable in a supervisory role.
- c. Participate in rotation of on-call responsibilities.
- d. Practice professionalism and use proper chain of command when interacting with RAs, residents, and faculty/staff members.
- e. Oversee the creation and implementation of the RA duty schedule.
- f. Facilitate weekly team meetings for their building(s).
- g. Coordinate staff responsibilities for health and safety inspections.
- h. Assist the Department of Housing and Residence Life by ensuring all tasks have been successfully completed by RAs.

PERSONNEL GUIDELINES

I. Commitment

- a. Involvement in extracurricular activities, athletics, field experience, additional employment, and internships that requires a great deal of time must be approved by the Director of Residence Life.
 - i. Other time commitments cannot interfere with the responsibilities of the position; failure to perform duties could result in involuntary dismissal of duties.
- b. Mid-year hires are required to make a semester commitment.
- c. Expected to be on campus a minimum of two (2) weekends out of the month.
- d. Encouraged to remain on campus during emergency situations (if required, SRA/RAs will be notified in advance).

II. Evaluation

- a. Participate in staff evaluations conducted by supervisor(s).
- b. Offer and accept constructive feedback.

III. Voluntary or Involuntary Dismissal of Duties

- a. Voluntary Dismissal
 - i. Must submit a letter of resignation to Director of Residence Life and Area Coordinator at least one (1) month prior to the projected end of employment.
 - ii. Will be required to move off their floor or out their building following a meeting with the Director of Residence Life.
- b. Involuntary Dismissal
 - i. Failure to fulfill responsibilities, poor role modeling, failure to adhere to University policies, failure to adhere to federal, state, and local laws, and discriminatory acts could lead to involuntary dismissal.
 - ii. A meeting with the Director of Residence Life and Area Coordinator will occur prior to involuntary dismissal notification.



- iii. Written notification of involuntary dismissal will be issued by the Director of Residence Life via email.
- iv. Will be required to move off their floor or out their building following a meeting with the Director of Residence Life.
- v. Grievances of involuntary dismissal should be directed to the Dean of Student Life.

ACCEPTANCE OF POSITION

I, _____, have read and understand the expectations and responsibilities described on the preceding Resident Assistant Agreement & Position Description. I further understand that failure to meet any of these expectations may result in probation and/or my involuntary dismissal of duties as a Resident Assistant for the Department of Housing and Residence Life.

Resident Assistant Signature

Date