



## 2024-25 Resident Assistant Agreement & Position Description

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**DURATION OF POSITION:** The Resident Assistant (SRA/RA) role is a yearly commitment spanning nine months (from August to May) and requires periodic renewal. Non-voluntary termination of responsibilities can happen at any point during the appointment if there is inadequate performance or failure to adhere to Averett University's policies, guidelines, and regulations.

**REPORTING STRUCTURE:** The Senior RA/Resident Assistant's chain of reporting includes both 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 (RAs) are undergraduate students fulfilling the role of live-in peer leaders and community developers. Each SRA/RA is allocated to a particular floor or building, where their primary duty is to supervise the residents in their designated area. SRAs/RAs actively engage in training programs and enthusiastically cultivate comprehensive learning communities to enrich the on-campus residential experience. Demonstrating a strong commitment to the Averett community, SRAs/RAs are dedicated student leaders who prioritize their SRA/RA responsibilities over all other non-academic commitments, as they remain 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 by the Department of Housing and Residence Life).
- 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 be granted an extra scholarship aimed at covering their meal plan expenses (specifically the 210 Meal Plan). Alongside the standard RA responsibilities, Senior Resident Assistants are expected to fulfill the following additional duties:

- I. **Specific Responsibilities:**
  - a. A minimum of one year of experience working as a Resident Assistant at Averett University.
  - b. Serve as a peer mentor and resource for Resident Assistant(s).
  - c. Provide leadership of RAs in a residential community while holding them accountable in a supervisory role.
  - d. Participate in rotation of on-call responsibilities.
  - e. Practice professionalism and use proper chain of command when interacting with RAs, residents, and faculty/staff members.
  - f. Oversee the creation and implementation of the RA duty schedule.
  - g. Facilitate weekly team meetings for their building(s).
  - h. Coordinate staff responsibilities for health and safety inspections.
  - i. 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 Department of Housing and 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 Department of Housing and Residence Life.
  - v. Grievances of in voluntary 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.**