

2022-23 Resident Assistant Job Expectations Agreement

SPECIFIC RESPONSIBILITIES: (for additional responsibilities, see Area Coordinator and/or Assistant Director of Residence Life)

OVERVIEW: The Resident Assistant position is created to keep an open sense of community for all residents of Averett University. To make a resident feel like this is their second home. While one will maintain community standards, such as rules regulations and other University standards, it is also imperative to create a positive feel about Averett University. Showing positive energy to all faculty and staff while having compassion and vision for the Office of Housing and Residence Life. Being a leader on campus is at the forefront of this position, but being a leader off campus is our mission and charge to Resident Assistants now and in the future.

QUALIFICATIONS:

- ✓ The RA must be a full-time sophomore, junior, or senior student enrolled in and taking classes full-time at Averett University. RAs can participate in Internships/Practicum/Student Teaching as long as they do not interfere with the required/expected duties of the position.
- ✓ The RA must maintain a cumulative GPA equivalent to or greater than 2.50 on a 4.0 scale. RAs not meeting the required GPA will be considered on an individual basis.
- ✓ The RA must live in their assigned residence hall and room. This includes but is not limited to staff selection for the upcoming year as well as current assignment.
- ✓ The RA must be in good academic and social standing with the campus community. RAs may **not** have a judicial record/sanction with the Student Conduct Board or the Office of Housing and Residence Life while employed with the Housing and Residence Life Office. Disciplinary action resulting in a judicial record may affect a RAs good standing. *RAs who are involved in any disciplinary action while this Agreement is enacted must report their involvement to the Assistant Director of Residence Life and Area Coordinator.*

A. **ADMINISTRATIVE**

- ✓ Paperwork:
 1. Submit Incident Reports/Documentation with complete and accurate details, and follow-up when necessary. *All* documentation must be submitted to the Office of Housing and Residence Life **immediately** after the event, 24 hours after the incident, or by 9 am the next morning (dependent upon time of incident). Staff members may be required to attend student conduct hearings as a witness to certain incident reports.
 2. Assist the Office of Housing and Residence Life with fire, health and safety inspections, occupancy checks and in any other capacity deemed appropriate by the Office of Housing and Residence Life.
 3. Submitting a doctor's note, if reported sick, to the Assistant Director of Residence Life and Health Services.
- ✓ Ensure that attractive and informative bulletin boards are maintained in the building. Bulletin boards are required to be completed, once each month during the semester to reflect the programmatic theme/season/educational message of the semester.
- ✓ Report all maintenance, emergency, vandalism, and routine concerns using appropriate channels. This is done through intentional weekly walkthroughs.
- ✓ Attend all staff meetings, training sessions, and other Residence Life & Housing activities and functions. Punctuality is expected.
- ✓ Check voicemail, email, HRLO mailbox, and any other means of communication used by the Office of Housing and Residence Life *regularly* and respond to any needs in a timely manner.

- ✓ Maintain a clean, orderly, presentable, and moral living environment at all times. RAs are role models and will be subject to health and safety inspections just like any other residential student.
- ✓ Other duties as assigned.

B. LEADERSHIP SKILLS

- ✓ Personally comply with all Federal, State, Local, University and Housing and Residence Life policies, including but not limited to the **Code of Student Conduct, Averett University Student Handbook and Resident Assistant Accountability Process**. Resident Assistants are campus leaders of the highest caliber and are expected and required to maintain the integrity of their position and the Housing and Residence Life Office.
- ✓ Handle all interactions in a professional, honest, conscientious, respectful and courteous manner at all times.
- ✓ Maintain self-composure when dealing with stressful /crisis/emergency situations (for example: medical and fire emergencies, student conflicts/confrontations, etc.). **RAs are encouraged to remain on campus during emergency situations (if required, RAs will be notified in advance)** to assist the Office of Housing and Residence Life in whatever capacity needed, regardless of whether he/she is on duty or not. Emergency situations but not limited to the following: hurricanes, tornadoes, winter storms, natural disasters, emergency maintenance issues, etc.
- ✓ Effectively and consistently hold students accountable to Community Standards, University and Housing and Residence Life regulations and policies, as well as ensure the safety and security of all building residents.
- ✓ Be an academic and behavioral role model *on and off* campus. Effectively and consistently abide by and enforce University regulations and policies. Averett University is a dry campus. No drugs, alcohol, tobacco or tobacco related items are permitted on campus, nor may anyone be under the influence of these substances while on campus or on duty with resident assistant position.
- ✓ Be knowledgeable of University and Housing and Residence Life policies and procedures including, but not limited to: fire safety, Health and Wellness guidelines, the Housing Contract, the Student Handbook, and the Student Code of Conduct.
- ✓ Promote with enthusiasm building, area or campus-wide events by encouraging residents to attend programs, posting promotional materials, and personally attending such events whenever possible. Please keep your schedule/commitments in mind when attending your hall programs for the semester.
- ✓ Be a self-motivated leader by initiating counseling, discipline, and programming contacts.
- ✓ Be flexible, open-minded, and accepting of constructive criticism regarding job performance and job expectations.
- ✓ Be committed to grow in leadership through opportunities provided by the Office of Housing and Residence Life.

C. COMMUNICATION SKILLS

- ✓ Recognize and accept personal limitations, and communicate to their Undergraduate Hall Director and Area Coordinator any time constraints, personal abilities, and academic commitments, in the execution of the duties required of this position.
- ✓ Maintain regular and effective communication with fellow RAs, ACs, UGHD's and residents, thus becoming familiar with each member of your area on a personal basis. Provide residents with information about university services, programs, policies, and activities.
- ✓ Staff are expected to know all the residents on their floors. This includes first and last name and information about each resident.
- ✓ Communicate support and enthusiasm for fellow RAs and the Housing and Residence Life Office. Follow

established protocol when voicing opinions about the Office of Housing and Residence Life, University policies, procedures, or processes.

- ✓ Communicate *privately* with professional staff of any concerns, reservations, or criticisms regarding policies, protocols, performance, etc.
- ✓ Communicate regularly and effectively with the Office of Housing and Residence Life, and any other University office or official, regarding residents, staff, and campus life in general.
- ✓ RA's must make themselves available through all forms of communication (Email, phone call, text, and GROUPME).

D. HELPING SKILLS

- ✓ Be knowledgeable of all counseling resources on campus, and serve as the first-line resource/referral in crisis and emergency situations.
- ✓ Strive to create trust, which encourages residents to perceive the RA as a caring, helpful, and available listener.
- ✓ Be sensitive to the uniqueness of each situation and the individual(s) involved, thus promoting an understanding and respect for various opinions, values, and cultural backgrounds.
- ✓ Mediate any roommate or resident conflicts. Act as a mediator when concerns arise.
- ✓ Recognize and acknowledge the limits of personal counseling abilities and, therefore, a) act as a listener and mediator rather than as a counselor, b) refer concerns beyond his/her expertise to other campus resources, c) keep the appropriate professional staff members aware of counseling referrals and d) follow up with the resident or staff member on the referral as appropriate.
- ✓ Consistently treat students' and staff right to confidentiality with the utmost respect by following the guidelines of the Office of Housing and Residence Life. Maintaining confidentiality is a priority for all housing staff members. RAs are expected to confront or report persons who do not exhibit this respect for individuals.
- ✓ Be open to suggestions from the professional staff.

E. PROGRAMMING

- ✓ RAs must attend all types of campus programs in effort to increase productivity and engagement across campus. All building RAs are required to participate in residential curriculum-based programs and department sponsored events.
- ✓ Abide by the residential curriculum in place to relate programming to academic success and overall community involvement.
- ✓ RA's must turn in programming submissions using the Program Proposal Form. RA's will be required to put on multiple hall programs throughout the academic year. Please keep your schedule/commitments in mind when attending and supervising Student Life and Housing and Residence Life programs for the semester.

F. TIME COMMITMENTS

- ✓ The RA must be accessible to his/her residents, ADRL, AC, UGHD and the Office of Housing and Residence Life as needed.
- ✓ RAs are required to staff their respective duty areas during the hours specified by the Office of Housing and Residence Life and fill-in at other times when necessary. It is the RAs responsibility to find another RA to be on duty if unable to fulfill the commitment. The AC's must approve any changes on a Duty Switch form for a change on the duty schedule to be recorded.

- ✓ RAs must participate in the following job-related meetings, including but not limited to: ONE (1) weekly staff meeting with UGHD, Building/Hall/Area Staff and AC (as requested), and ONE (1) monthly Team Meeting with entire Housing and Residence Life staff (every third Sunday of the month) to share information, discuss community concerns, receive feedback regarding job performance, and develop job-related skills. **ALL MEETINGS ARE MANDATORY.**
- ✓ Remain in his/her residence hall until a date/time at the end of this agreement, when the halls close for all university breaks and to return to his/her hall a date/time designated by the Office of Housing and Residence Life on the days the halls officially reopen.
- ✓ Attend and actively participate in all training sessions. **ALL TRAININGS ARE MANDATORY.**
- ✓ Assist with night and weekend duty coverage for all University Residence Halls. For weekend duty, we expect you to be on campus the entire weekend (Friday – Saturday) for coverage to help the Office of Housing and Residence Life.
- ✓ Effectively manage his/her time allowing for the accomplishment of academic responsibilities, RA responsibilities, co-curricular interests, relaxation, and socialization.
- ✓ Be willing to spend time necessary to improve and strengthen his/her effectiveness as an RA.
- ✓ RAs may hold a second job working *no more than 10 hours a week*. Second jobs cannot interfere with the responsibilities of the Resident Assistant position. Second jobs and any other time commitments must be approved by the Assistant Director of Residence Life.
- ✓ RAs must inform his/her supervisor if they are not spending the night or weekend inside his/her assigned residence hall.

G. DRESS CODE

- ✓ RAs must wear his/her Housing and Residence Life staff shirts or Averett University gear when on duty. *Staff may not wear bandannas, slippers, flip-flops, bath robes, bath wraps, pajamas, tank tops, or undershirts while on duty. Only acceptable attire is allowed on duty to best perform tasks.*
- ✓ A professional appearance must be maintained at all times. *New uniform articles are subject to fees based on wear-and-tear.*
- ✓ The Housing and Residence Life staff shirt must also be worn at any time directed by the Office of Housing and Residence Life (i.e. Open Houses, Cougar Preview Day, FYO, Housing Selection, Check-In, and Check-Out)
- ✓ Name Tags must also be worn at any time directed by the Office of Housing and Residence Life (i.e. Open Houses, Cougar Preview Day's, Housing Selection, Check-In, and Check-Out)

EVALUATIONS:

- All RAs will be subject to regular evaluations and subsequent feedback sessions conducted by the Undergraduate Hall Director, Area Coordinator, and the Assistant Director of Residence Life.
- Information gathered during evaluations will be utilized in a manner that assists the RA in making appropriate adjustments regarding job performance.
- It is an expectation to follow through with feedback may be interpreted as a violation of this agreement.
- RAs are not guaranteed employment with the department. RAs who are interested in continued employment with the department after successfully completing the Academic Year term, must re-apply for consideration. The re-consideration process will include information, evaluations, and feedback on the RAs job performance to date.

PERFORMANCE AND CONDUCT:

- Resident Assistants are held to a higher standard as a leader to all students on Averett University's campus. RA's are to uphold the student handbook provided by the University.
- Resident Assistants are to maintain confidentially with **ALL** student records or information obtained within the scope of the position, Resident Assistant.
- Failure to do tasks as assigned can result in probation, community service or dismissal from duties based on the severity of the situation.
- Any student handbook violation can lead to job action and may result in dismissal from duties based on offense.
- Deficient performance in the Resident Assistant role can result in job action and may lead to dismissal of duties based on pattern or circumstances.
- **Failure to follow the Resident Assistant Job Expectations and Agreement can lead to job action and may lead to dismissal of duties based on pattern or circumstances.**

Important Dates to Note:

RAs will receive a Housing and Residence Life calendar during fall training. Dates will include but not limited to check-in and check-out, training, monthly meetings, health and safety inspections, RA return and leave days.

Disclaimer: This is not a complete list of responsibilities or overall completed schedule. Dates are subject to change and are general estimates of previous campus trends.

COMPENSATION & ASSIGNMENT:

In compensation for his/her services, the RA will receive:

- ✓ A scholarship to cover your total housing costs for the upcoming academic year.

*This scholarship will be a part of your tuition package and may offset loan amounts you have received in the past or would be eligible for without this position.

- ✓ Valuable training and leadership experience.
- ✓ Free staff polo shirt *and/or* staff t-shirt

This compensation will remain in effect only while the Resident Assistant is employed by the Office of Housing and Residence Life.

- If a RA vacates the position voluntarily or involuntarily prior to the end of the semester/academic year, the scholarship may be removed and the cost of residency for the semester will be prorated to the date of termination of employment. The RA will be responsible for immediately setting up a meeting with the Assistant Director of Housing Operations to determine a new housing arrangement and be completely *moved from the old assignment in 48 hours.*
- RAs may be assigned to any hall, floor, building, or room on the Averett University campus at any time, depending on university/departmental needs. RAs are required to live in their assigned building.
- RAs may be assigned a roommate(s) at any time, depending on the departmental/university needs.
- RAs wishing to voluntarily leave the position, must notify the Assistant Director of Residence Life (in writing and verbally) at least 30 days (about 4 and a half weeks) prior to their anticipated last day of employment. If possible, more than 30 days (about 4 and a half weeks) notice should be given.

I, _____, have read the preceding Position Description, Job Expectations and Agreement, and I agree to abide by this as my employment agreement with the Office of Housing and Residence Life for the

2022-2023 academic school year. Failure to fulfill any of these expectations may result in termination of employment or other administrative action as stated above.

This agreement is subject to be changed by the Director of Residence Life or their designee without prior notification.

Resident Assistant (**Signature**)

Date

Assistant Director of Residence Life

Date



AVERETT
UNIVERSITY
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HOUSING AND
RESIDENCE LIFE

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