
Printed Name

AVERETT UNIVERSITY
2017-2018 Resident Assistant
Job Expectations and Agreement

The Resident Assistant is responsible for the specific area of campus he/she is assigned to. The expectations of the position are inclusive of, but not limited to the following:

SPECIFIC RESPONSIBILITIES: (for additional responsibilities, see Director of Housing & Residence Life or Associate Director of Residence Life)

A. Administrative

_____ *RA Initials*

1. Paperwork

- a) Compile RA Bi-weekly Reports with clear and detailed descriptions of programming updates, hall concerns, counseling concerns, maintenance concerns, student misconduct, and other general information and feelings. These reports are to be submitted to the supervisor on a bi-weekly basis.
- b) Submit Incident Reports/Documentation with complete and accurate details, and follow-up when necessary. *All documentation must be submitted to Office of Residence Life **immediately after the event, or by 10am 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. Failure to inform residence life staff of incidents in the halls is a violation of this agreement.
- c) Assist the Office of Residence Life with fire, health and safety inspections, occupancy checks and in any other capacity deemed appropriate by the Office of Residence Life.

2. Ensure that attractive and informative bulletin boards are maintained in the building. Bulletin boards are required to be completed twice a semester to reflect the programmatic theme/season/educational message of the semester.

3. Assist in implementing daily building operations and services as needed. (i.e. building opening and closing, Check-in/Check-out, housing selection, room changes, room condition reports, etc.)

4. Report all maintenance, emergency, vandalism, and routine concerns using appropriate channels.

5. Attend all staff meetings, training sessions, and other Residence Life & Housing activities and functions. Promptness is expected.

6. Check voice mail, email, HRL mailbox, and any other means of communication used by the Office of Residence Life **regularly** and respond to any needs in a timely manner.

7. Maintain a clean, orderly, and presentable living environment at all times. RAs are role models and will be subject to health and safety inspections just like any other residential student and are eligible to be fined and/or reprimanded for any non-compliance. Failure to maintain a clean, orderly and presentable room can also be seen as a violation of this agreement.

8. Other duties as assigned.

B. Leadership Skills

_____ *RA Initials*

1. Personally comply with all Federal, State, Local, University and Residence Life policies, including but not limited to the Code of Student Conduct and Averett University Student Handbook. Resident Assistants are campus leaders of the highest caliber and are expected and required to maintain the integrity of their position and the Residence Life program.
2. Handle all interactions in a professional, honest, conscientious, respectful and courteous manner at all times.
3. Maintain self-composure when dealing with stressful /crisis/emergency situations (for example: medical and fire emergencies, student conflicts/confrontations, etc.). RAs are required to remain on campus during emergency situations (hurricanes, tornados, winter storms, natural disasters, emergency maintenance issues, etc.) and assist the Office of Residence Life in whatever capacity needed, regardless of whether he/she is on duty or not.
4. Effectively and consistently hold students accountable to Community Standards, and University and Residence Life regulations and policies, as well as ensure the safety and security of all building residents.
5. 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 or alcohol are permitted on campus, nor may anyone be under the influence of these substances while on campus.
6. Be knowledgeable of University and Residence Life procedures including, but not limited to: fire safety, Health and Wellness guidelines, the Housing Contract, the Student Handbook, and the Student Code of Conduct. RAs may be subjected to a pop-quiz on materials outlined in these documents.
7. 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 creating your hall programs for the semester.
8. Be a self-motivated leader by initiating counseling, discipline, and programming contacts.
9. Be flexible, open-minded, and accepting of constructive criticism regarding job performance and job expectations.
10. Be committed to grow in leadership through opportunities provided by the Residence Life Program.
11. Recognize and accept personal limitations, and communicate to the GHD/ADRL any time constraints, personal abilities and academic commitments, in the execution of the duties required of this position.

C. Communication Skills

_____ *RA Initials*

1. Maintain regular and effective communication with fellow RAs, GHD, 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.
2. Staff is expected to know all of the residents on their floors. This includes first and last name and information about each resident. RAs may be subjected to a pop-quiz which would demonstrate their knowledge of the community they are responsible for.
3. Communicate support and enthusiasm for fellow RAs and the Housing & Residence Life Office. Follow established protocol when voicing opinions about the Office of Residence Life, University policy, procedures or processes.
4. Communicate privately with ADRL/DHRL any concerns, reservations, or criticisms regarding policies, protocols, performance, etc.
5. Communicate regularly and effectively with the Office of Residence Life, and any other University office or official, regarding residents, staff, and campus life in general.

D. Helping Skills

_____ *RA Initials*

1. Be knowledgeable of all counseling resources on campus, and serve as the first-line resource/referral in crisis and emergency situations.
2. Strive to create trust, which encourages residents to perceive the RA as a caring, helpful, and available listener.
3. 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.
4. Mediate any roommate or resident conflicts. Act as a mediator in any Residence Life student concerns when appointed.
5. 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.
6. Consistently treat students' and staff right to confidentiality with the utmost respect by following the guidelines of the Office of 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.
7. Be open to suggestions from the professional staff regarding counseling activities and to follow-up on these suggestions.

E. Programming

_____ *RA Initials*

1. RAs must attend and supervise educational/social programs in their respective residence hall or area. All building RAs are required to attend both building programs each month, unless otherwise communicated in advance to the supervisor. Please keep your schedule/commitments in mind when creating your hall programs for the semester.
2. Promote building residents' involvement in the planning and implementing of programs/activities, by assessing the residents' needs and interests and developing strategic programming.
3. Plan, coordinate, and implement educational, social, and passive programs, based on the programming model explained in the staff manuals. Each building is required to have a passive program each month. Each RA is welcomed, not required, to complete his or her own passive each month.
4. Assist in submitting programming forms for approval to the SSM/GA. Each residence hall will have approximately 3 programs each month.

F. Time Commitments

_____ *RA Initials*

1. The RA must be accessible to his/her residents, GHD, and the Office of Residence Life as needed.
2. RAs are required to staff their respective duty areas during the hours specified by the Office of Residence Life and fill-in at other times when necessary. It is the RAs responsibility to find another RA to be on duty for you if unable to fulfill the commitment. The GHD of the respective area must approve any changes on a Duty Switch form for a change of the duty schedule to be recorded.
3. RAs must participate in the following job-related meetings, including but not limited to: ONE (1) Bi-weekly meeting with his/her GHD - individually, and ONE (1) weekly staff meeting with the building RA staff and GHD, and ONE (1) monthly campus wide Residence Life staff meeting to share information, discuss community concerns, receive feedback regarding job performance, and develop job-related skills.
4. Take responsibility as an RA from the date that this Agreement is signed and report for official duty August 1, 2017 through May 17, 2018.
5. Remain in his/her residence hall until a date/time designated by the Office of Residence Life when the halls close for all university breaks and to return to his/her hall a date/time designated by the Office of Residence Life on the days the halls officially reopen. Failure to remain in the assigned residence hall until released by the GHD and failure to return to campus on the specified day may be interpreted as a violation of this agreement.
6. Attend and actively participate in all training sessions.
7. Assist with night and weekend duty coverage for all University Residence Halls as needed.
8. Effectively manage his/her time allowing for the accomplishment of academic responsibilities,

RA responsibilities, co-curricular interests, relaxation, and socialization.

9. Be willing to spend time necessary to improve and strengthen his/her effectiveness as an RA.

10. RAs may hold a second job working no more than 20 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 Associate Director of Residence Life.

11. RAs must inform his/her GHD if they are not spending the night or weekend inside his/her assigned residence hall.

G. Dress Code

_____ *RA Initials*

1. RAs must wear his/her Residence Life staff shirt or polo when on duty. Hall Staff may not wear head scarves, bandannas, hats, ball caps, slippers, flip-flops, bath robes, bath wraps, pajamas, sweatpants, daisy-duke cut offs, tank tops, or undershirts while on duty.

2. A professional appearance must be maintained at all times. All clothing should be clean, stain-free, wrinkle-free and without any rips, tears or holes.

3. The Residence Life staff shirt must also be worn at any time directed by the Office of Residence Life & Housing (i.e. Open Houses, Cougar Preview Day, FYO, Housing Selection, Check-In, and Check-Out)

EVALUATIONS:

_____ *RA Initials*

1. All RAs will be subject to regular evaluations and subsequent feedback sessions conducted by the Graduate Hall Director in consultation with the Associate Director of Residence Life/Assistant Director of Housing.

2. Information gathered during evaluations will be utilized in a manner that assists the RA in making appropriate adjustments regarding job performance.

3. Failure to follow through with feedback may be interpreted as a violation of this agreement.

4. 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.

QUALIFICATIONS:

_____ *RA Initials*

1. The RA must be a fulltime 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.

2. The RA must maintain a cumulative GPA equivalent to or greater than 2.50. RAs not meeting the required GPA will be considered on an individual basis.

3. The RA must live in their assigned residence hall and room.

4. 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 Residence Life while employed with the 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 Associate Director of Residence Life. Failure to report their involvement will be seen as a violation of this agreement.

COMPENSATION & ASSIGNMENT:

_____ *RA Initials*

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

- a) A scholarship to cover your total housing costs for the 2017-2018 Academic Year
*This scholarship will 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.
- b) Valuable training and leadership experience.
- c) Free staff polo shirt and staff t-shirt
 - If a staff member vacates the position, voluntarily or involuntarily, all staff polos and/or t-shirts must be returned to the HRLO. The shirts should be cleaned and returned within 72 hours or the staff member will be charged for the price of the items.

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

2. If an 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 to determine a new housing arrangement and be completely moved from the old assignment in 72 hours.

3. 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.

4. RAs may be assigned a roommate(s) at any time, depending on the departmental/university needs.

5. RAs wishing to voluntarily leave the position, must notify the Graduate Hall Director and/or Associate Director of Residence Life (in writing) at least 30 days prior to their anticipated last day of employment. If possible, more than 30 days notice should be given.