The Resident Assistant position includes a wide variety of responsibilities. This agreement is intended to provide you with an overview of the main expectations of the Resident Assistant.

**RA Responsibilities include the following:**

**Team Membership**
1. Attend and participate in all staff meetings and in-services initiated by the Residential Life staff. This includes a 2-hour weekly staff meeting. All absences must be excused at least 48 hours in advance (unless due to illness, emergency or urgent job-related concern). All-Staff Meetings and Complex meetings will occur weekly on Wednesday from 9:00-11:00 pm or 10:00 pm-12:00 am. We reserve the right to alter this time should academic schedules change.
2. Participate as a team player (i.e. work together productively, support and communicate with one another) within the general staff and within the complex.
3. Maintain frequent communication with the Head Resident Assistant and the other Resident Assistants within the complex, as well as the Residential Life Staff. This includes biweekly meetings with the Area Hall Director and journal entrees/submissions on other weeks.
4. Serve as a representative of the Residential Life Office for visitors and guests of the College when necessary.

**Training and Coverage**
1. Attend and participate fully in Fall Training (throughout two weeks prior to the beginning of classes). This includes staffing both check-in weekends.
2. Attend and participate in Winter Training (throughout one week prior to the beginning of classes). RAs are expected to be at all training sessions.
3. Assist in coverage of residence halls during each term. Coverage includes: hall opening and closing, check-in and check-out procedures, weekend and weekly coverage, Fall Break and Spring Break coverage, returning early at the beginning of semesters and remaining until after the halls have closed at the end of the semester to complete closing (including seniors in the spring). RAs are required to stay on campus throughout graduation and until they have formally checked out with the Residential Life Staff. All RAs will be required to stay during one of the two mid-term breaks for hall coverage. Please do not make plans for Fall Break and Spring Break, or for leaving at the end of each semester, until coverage is discussed and determined in each complex.
4. Participate in and complete the staff evaluation processes during each semester.
5. Assist in all relevant matters relating to the Resident Assistant Selection Process. Resident Assistant Selection will take place near the end of the Fall Semester and continue through the majority of the Spring Semester. Each Resident Assistant will be responsible for completing recommendation forms, evaluating applications and interviewing applicants.
6. Inform the Area Hall Director of all plans to leave campus for more than a day. Extended or frequent absences should be discussed with and approved by the Area Hall Director. RAs should inform the Area Hall Director and their complex staff in advance of personal absences.

**Programming**
1. Plan at least one all-campus educational project and help plan three complex programs per term, in addition to individual floor programming efforts. RAs are expected to provide quality programs in a timely manner. Complex and individual topics are determined at the beginning of each semester.
2. Organize both formal and informal social, educational, cultural and community service activities and programs in the residence halls on a regular basis. This includes small group and floor activities, building events, complex events, and campus events.
3. Disseminate information to residents in a timely manner by posting notices, word of mouth and holding and facilitating regular floor meetings throughout the semester (at least one per month). RAs are expected to check their mailbox in the Residential Life Office every weekday.

**Living Area**

1. Serve as a positive role model for residents. To do so, a Resident Assistant should be sincere, warm, responsible, and non-judgmental. The RA is also required to adhere to, communicate and enforce all policies, rules and procedures, as outlined in the Student Handbook.

2. Maintain availability and visibility to residents, formally and informally, on a daily basis. Become familiar with the residents assigned to your living area and their needs.

3. Be available to respond to and assist with emergency situations.

4. Maintain confidentiality regarding resident, staff and campus issues. RAs are expected to consult with the Residential Life Office on various issues.

5. Assist and counsel students on personal, social and academic matters as the need arises. This requires that the Resident Assistant spend a significant amount of time on his/her floor getting to know students individually and maintain significant connections with them. Furthermore, when necessary and/or appropriate, referrals should be made to the appropriate person. RAs are expected to consult with Professional Staff regarding student concerns on a frequent basis. RAs must communicate to the Residential Life Staff any issue or concerns about students involved in suicidal thoughts or actions, sexual assault, assault, or other major issue.

6. Make efforts to be aware of all instances of group and interpersonal conflict and help students take personal responsibility for solving such problems when necessary. Develop a positive and cooperative atmosphere that is conducive to the educational development of floor members.

7. Communicate and promptly follow to completion all maintenance needs, room changes, key distributions and collections, room inventories, etc. in accordance with the procedures as instructed by Residential Life Staff.

8. Respond promptly to safety and health hazards.

9. Complete paperwork requirements (evaluation forms, maintenance requests, incident reports, etc.) in a thorough and timely manner.

10. Fulfill additional responsibilities and expectations related to the position as assigned by the Residential Life Staff.

**Other**

1. Enroll in at least 3 and no more than 5 units of academic credit during each semester. Exceptions may be made with prior approval from the Director or Assistant Director of Residential Life.

2. Maintain good financial and academic standing with the College without the danger of probation (2.2 Cumulative Grade Point Average).

3. Adjust involvements in clubs and organizations in order to manage the time requirements of the position.

4. Hold no other employment without the specific advance approval of the Assistant Director and Director of Residential Life.

5. The usual term of the Resident Assistant is for one academic year. Employment, however, is contingent upon an individual employment evaluation made by the Area Hall Director. Evaluations occur twice during each term and are based on the satisfactory completion of duties and the assumption of responsibilities by the Resident Assistant. Evaluations consist of direct feedback and recommendations from residents, the Head Resident Assistant of the complex in which the RA has served, Area Hall Directors, the Assistant Director of Residential Life and the Director of Residential Life. Informal evaluations and feedback will occur throughout the term of employment. Resident Assistants in good standing will complete a RA Re-application for each academic year they wish to be employed with Residential Life.
6. If a vacation term, field term or study abroad option is taken during the term of employment, the position cannot be assured when the individual returns. If the Resident Assistant wishes to be on staff upon returning to campus, he/she must inform the Assistant Director or Director of Residential Life well in advance so that his/her name can be placed on a waiting list. Resident Assistants in good employment and academic standing who are returning from time away are placed ahead of the students in the applicant pool, but will not be placed on staff at the exclusion of a current Resident Assistant.

7. RAs are expected to remain in good standing with the College for the duration of their tenure as a student.

Failure to comply with any of the aforementioned conditions is considered to be neglect of the responsibilities associated with the Resident Assistant position and action will be taken. Possible courses of action may include the following:

1. verbal or written warning
2. loss of paycheck
3. immediate dismissal from position

Residential Life also reserves the right to place a hold on a staff member’s monthly paycheck if the individual has not completed required responsibilities for the previous pay period. Checks will be released once the obligations have been met.