



Residence Life & Housing RA Agreement 2018-2019

Residence Life & Housing Mission

The Residence Life & Housing Office exemplifies the University's mission and values by fostering intentional living and learning communities; promoting growth and inclusivity; providing safe and comfortable living facilities; and cultivating pride in our PACK community.

Position Overview

The RA's primary responsibility is for the development of a living/learning community atmosphere in a residential setting of 20-40 people. An RA can expect about 20 hours of work per week within their residence hall. An RA's time is primarily spent:

- Providing educational and social programs for residents
- Engaging with students through intentional interactions
- Being on duty in the residential community
- Being available to residents
- Maintaining effective and positive relationships with residents
- Referring students to campus resources
- Upholding the University's conduct philosophy

A successful Resident Assistant willingly acts as a role model for other students by striving for excellence in their position and living according to the standards outlined in the University Code of Conduct.

Qualifications

The Resident Assistant must:

- Be enrolled for at least 12 credit hours per semester. While having a credit hour load greater than 16 credit hours is discouraged, Resident Assistants may have greater than 16 hours but must meet with their supervisor to discuss expectations. Staff with less than 12 credit hours per semester must receive prior approval from the Director of Residence Life & Housing per the Housing Agreement.
- Have experienced at least 2 semesters in on-campus housing at Colorado State University – Pueblo or another institution at the time of employment (exemptions may be made on a case by case basis as determined by Professional Staff).
- Have at least a 2.6 grade point average (both semester *and* cumulative), which must be maintained throughout the appointment. This GPA requirement is also a prerequisite for employment.
- Be in good conduct standing with the University and not on any probationary period through the conduct sanctioning process.
- While outside employment is discouraged, Resident Assistants may have other positions of employment but must meet their supervisor to discuss expectations.
- The Resident Assistant may not serve as members of the Residence Hall Association (RHA), or on Associated Student Government.
- The Resident Assistant may not have class on Wednesday from 4:00pm to 6:00pm without permission from their direct supervisor. Only required upper level classes will be given priority. This time will be dedicated to staff meetings, required semester training, and banquets.

It is preferred that the Resident Assistant:

- Has previous experience working with diverse individuals and groups. Demonstrated leadership skills are highly desirable.

Terms of Employment

- This live-in appointment will begin on Wednesday, August 1, 2018 and last through Monday, May 6, 2019.
 - Resident Assistants may be subject to termination upon notifying the Residence Life Coordinator that they cannot fill the position for the entire academic year.
 - Resident Assistants must be able to fulfill **all** time requirements of the position, including *but not limited to*: the Mandatory Dates (below), weekly staff meetings on Wednesdays from 4:00pm to 6:00pm, monthly all-staff meetings and in-services, openings and closings, break duties, all hall programs, group process and RA selection, housing sign-up, fall training, and spring training. Failure to do so may result in termination.
- The Resident Assistant shall be legally bound to the Room and Board agreement signed by all residential students. If released from employment, the Resident Assistant forfeits the room and board compensation and must move from the assigned RA room to another location within Residence Life. If released from employment, the Resident Assistant may request to be released from the housing agreement but must supply extenuating circumstances.
- Remuneration shall include a single room, meal plan, and monthly stipend (First Year of Service: \$125; Returners: \$150). If you receive financial aid, *this may change your financial aid package*.
 - Meals are provided only when dining facilities are open for residents.
- The Office of Residence Life and Housing is required to provide staff coverage at all times during breaks. All staff members will be required to stay late to close the Residence Halls for every break and arrive early to open the Residence Halls after every break. If there is a lack of volunteers to cover breaks, the break(s) will be divided and assigned amongst staff members.

Mandatory Dates (subject to change)			
RA move in	Wednesday, August 1, 2018 1:00pm – 4:00pm	RA move in	Wednesday, January 9, 2018 1:00pm – 4:00pm
Fall Training	Thursday, August 2 - Tuesday, August 14	Spring Training	Thursday, January 10 through Friday, January 11
Housing Opens	Friday, August 17 – Sunday, August 19	Housing Re-Open	Sunday, January 13 8:00am
Classes Begin	Monday, August 20	Classes Start	Monday, January 14
Homecoming	Monday, October 2 nd through Sunday, October 8 th (1/2 staff)	RA Selection	Group Process & RA interviews TBD
Halloween Weekend	Friday, October 26 through Sunday, October 28 (1/2 staff) And Wednesday, October 31 (1/2 staff)	Spring Break	Close: Friday March 15 5:00pm* Open: Sunday March 24 12:00pm
Fall Break	Close: Friday, November 16 5:00pm* Open: Sunday, November 25 8:00pm	Saint Patrick's Day	Saturday, March 16 through Sunday, March 17 (1/2 staff)
Winter Break	Close: Saturday, December 8 8:00am*	Commencement	Saturday, May 4
		Residence Halls Close	Saturday, May 4 12:00pm* Dismissal Date: Monday, May 6

**Closing times listed are when students are required to leave. Staff will stay 2 to 6 hours completing building/room checks during breaks.*

Responsibilities (General Duties)

- The Resident Assistant shall be available, visible, and accessible to residents by spending time on the floor/in their room in addition to required duty nights and intentional interactions.
- The Resident Assistant shall advise residents regarding personal, social, and academic concerns, referring to Professional Staff when necessary. Responding to all needs in a consistent and timely fashion.
- The Resident Assistant shall serve as an appropriate role model for academic integrity, policy adherence, and general behavior.
- The Resident Assistant will maintain a professional demeanor during all work functions including but not limited to timeliness, communication tone, and a clean and presentable appearance.
- The Resident Assistant will consistently uphold all CSU-Pueblo policies as well as State and Federal laws.
- The Resident Assistant will be assigned to a hall and a room based on departmental needs. In rare cases, hall or room reassignments may occur.
- Additional responsibilities for Returning Resident Assistant may include but are not limited to:
 - RHA RA Liaison, RA Marketing Chair, Professional Development RA, Staff Recognition RA, RAC Member, Community Service RA, Sustainability RA, All Residence Life Programming Chair, RA Recruitment & Selection Committee, Outreach RA, RAppin' Delegation Chair (RA Conference)
- The Resident Assistant will complete other duties as assigned.

Time Commitment

- The Resident Assistant is required to assume duty responsibilities on a regular basis. This includes being in the building and available during assigned duty hours. Duty consists of regular weekend coverage and will be divided evenly among individual staffs. Please refer to "Duty" on page 5.
- The Resident Assistant is required to participate in and attend all scheduled meetings and training. These include, but are not limited to: the Mandatory Dates (please see above), weekly staff meetings, monthly all-staff meetings and in-services, openings and closings, mandatory meetings for residents, break duties, all hall programs, housing sign-up, fall training, and spring training.
- Resident Assistant will participate in the staff selection process for the next academic year, if requested.
- Any scheduling conflicts must be submitted in writing to the Resident Assistant's Residence Life Coordinator. This does not excuse the Resident Assistant from participation, as only academic conflicts and emergencies will be excused.

Community Development

- The Resident Assistant shall recognize that their room serves as an area for confidential conversations with residents and other job-related duties and shall keep their room and floor clean so as to create a welcoming environment.
- The Resident Assistant shall engage residents in meaningful, intentional interactions that build relationships with one another and encourages a well-balanced educational experience. The Resident Assistant will perform the intentional interactions according to the timeline and guidelines provided during training.
- The Resident Assistant shall implement and participate in programs and activities that address student growth and development and post pertinent information on common area bulletin boards.
- The Resident Assistant may be required to host incoming first year students and in times of overflow be required to have a roommate.

Programs and Activities

- The Resident Assistant must follow the programming requirements as outlined in Training Resources.

Bulletin Boards

- Two bulletin boards will be changed per required months.
 - Due Dates: Beginning of month, by end of the 1st week, at noon.
 - Fall Training, October, November
 - Spring Training, March, April
- Bulletin Boards will be creative, fill the space appropriately, and are encouraged to be interactive.

Door Decorations

- The Resident Assistant will distribute new door decs at the beginning and middle of each semester. A door dec for new residents must be created within 72 hours of notification.
- The Resident Assistant is expected to put heart and creativity into their door decs. The resident's name may be printed, but there should be a done-by-hand component for the first set of door decs.

Staff Development

- The Resident Assistant shall develop and maintain a close and supportive working relationship with other staff members.
- The Resident Assistant shall participate in the formal evaluation process that includes an evaluation by their supervisor and a self-evaluation.

Administrative Responsibilities

- The Resident Assistant is required to post campus information, collect information from residents relating to Residence Life and Housing matters, and submit program evaluation forms on a regular basis.
- The Resident Assistant is responsible for completing the check-in and check-out process for all students.
- Resident Assistants routinely perform the following administrative duties:
 - Intentional Interaction Reports (Due dates outlined in Training Resources)
 - Incident Reports (Due within 24 hours)
 - Duty Logs (due at end of shift)
 - Fulfillment of Occupancy Reports
 - Check In/Out Procedures
 - Health and Safety checks
 - Surveys and Assessments
 - Assist in the Room Consolidation Process
- The Resident Assistant shall perform other administrative duties as assigned.

Policy, Documentation, and Accountability

- The Resident Assistant will educate students about their responsibilities for maintaining a safe and secure environment.
- The Resident Assistant will document all alleged policy and legal violations as well as report all emergencies and/or serious illnesses to professional staff in a consistent and timely manner.
- The Resident Assistant will confront all students who violate community standards, University policies, and state and federal laws.

Staff Manuals, Materials, and Keys

- Resident Assistants will be given the following items and must return upon the end of the Resident Assistant's employment: supply box, name badge, training binder, keys, and other relevant department items. Items that are unaccounted for will be billed to the RA's student account.
- The misuse of keys or card access may result in immediate termination.

Professionalism

- The Resident Assistant will maintain a positive and professional attitude towards the position, Residence Life and Housing, and Colorado State University-Pueblo.
- The Resident Assistant will take care to utilize social media appropriately and professionally.

Confidentiality

- The Resident Assistant is responsible for reporting and informing their supervisors of any potential criminal activity as well as incidents that involve or impact the community (i.e. unwanted sexual conduct, suicidal thoughts & attempts, alcohol poisoning, drug use, trespassing, eating disorders, weapons, harassment, theft, vandalism, etc.).
- As a mandatory reporter, the Resident Assistant must inform all students (residents and nonresidents) that they will need to inform their supervisor of a serious situation that may involve a crime.
- Excluding their supervisor or other Residence Life and Housing professional staff, Resident Assistants must keep sensitive information (protected information pertaining to their residents) confidential from other student staff, students, residents, family, and friends.
- The Resident Assistant will be mindful of where they are sharing information, keeping it behind closed doors and on a need-to-know basis (IE not in the cafeteria, hall lobbies, front desks, etc.)

Duty

- The duty schedule for each staff will be determined on an individual staff basis and is expected that duty will be divided equally amongst each staff.
- It is the responsibility of the Resident Assistant(s) to check in with the Professional Staff on duty when their shift begins at 6pm.
 - Desk Hours (6pm – 12am)
 - Weekday Duty
 - Weekend Duty
- The phone should be passed hand-to-hand if duty changes occur over the weekend period as decided by the building supervisor.
- Refer to Training Resources for expectations for primary and secondary duty.
- The Resident Assistant must follow the Desk requirements as outlined in Training Resources.

Personal Conduct

- The Resident Assistant will not attend or remain at any event where known alcohol consumption by minors occurs or where illegal drug use occurs.
- The Resident Assistant must understand that off-the-job activities are personal, but may affect your employment. Activities that bring discredit to the Resident Assistant may reflect on the university; therefore, the university expects you to observe acceptable standards of behavior, to abide by established State and Federal laws, and to avoid any inappropriate actions that may involve the university in your personal affairs.
- If a Resident Assistant is alleged to be in violation of University and/or Residence Life and Housing policies, the case will be referred to Office of Student Conduct. If the Resident Assistant is found responsible for violating these policies, Residence Life and Housing will evaluate the suitability of the staff member remaining in the Resident Assistant position. While the case is being reviewed, Residence Life and Housing may place interim restrictions on the Resident Assistant until the case is resolved.

Conflicts of Interest

- Prior to engaging in a relationship with another staff member or a resident, the Resident Assistant must discuss the relationship with Professional Staff to determine if a conflict of interest exists. If the staff member fails to report the relationship, it may result in disciplinary action or termination.

Academic Requirements/Eligibility

- If a Resident Assistant's semester or cumulative grade point average falls below the minimum GPA of 2.6, the Resident Assistant will be placed on probation and have 1 semester to raise their semester and cumulative grade point average to meet the minimum requirement. If at any point a Resident Assistant's semester or cumulative grade point average fall below 2.0, they may be subject to termination without a semester of probation. If the Resident Assistant does not raise their GPA to the minimum requirements after 1 semester of academic probation, they may be terminated.

Termination:

A Residence Life staff member can be dismissed for, but not limited to, any of the reasons listed below:

- Violating any of the aforementioned agreements.
- Undermining the effectiveness of fellow Residence Life and Housing Staff.
- Violating confidentiality.
- Falsifying any housing reports or documents.
- Using the position to attain privileges not available to other residents or staff.
- Being under the influence of alcohol or drugs while on duty. Resident Assistants of legal age to consume alcohol, should do so responsibly.
- Being in violation of any Housing or University policies.
- Violating State or Federal Laws.
- Not meeting duty shift requirements.
- Misuse, abuse, or loss of keys.
- Not following/completing directives given by Residence Life and Housing Staff.
- Lack of visibility and/or availability to the residents and staff.
- No longer meeting the job qualifications.

NOTES:

By signing this agreement, I am acknowledging and accepting the responsibility to serve as a Resident Assistant at Colorado State University - Pueblo for the 2018-2019 academic year. I understand that this contract begins on Wednesday, August 1, 2018 and last through Monday, May 6, 2019. If for some reason I am unable to fulfill my duties as a Resident Assistant, I understand that I am still financially obligated to fulfill my housing and meal plan contract.

Print Name: _____ **PID:** _____

Signature: _____

Date: _____