



Housing and Residence Life

Resident Assistant Agreement 2018-2019

The following guidelines have been established to clarify the Resident Assistant agreement. While the administration of these guidelines may vary, it is important to understand them in order to successfully perform the responsibilities of the Resident Assistant position. Failure to adhere to these conditions will jeopardize potential RA hiring and current RA employment status. Additional specifics and descriptions of the processes associated with these policies and expectations are in the RA manual, provided in conjunction with orientation for the position to students who are hired.

The resident assistant (RA) position is a live-in, paraprofessional, student leadership role within Housing and Residence Life responsible for facilitating learning and positive community among residents, promoting a safe and comfortable living environment, and serving as a departmental and university representative and role model.

- I. **Qualifications:** Candidates and RAs are responsible for informing a supervisor/hiring official of circumstances that may impact your qualifications.
 - A. Enrollment: RAs must be enrolled as a full-time KSU student registered for no less than 12 (undergraduate) or 9 (graduate) hours for fall and spring semesters. Candidates must have completed at least 1 semester of enrollment at KSU by start date.
 - B. GPA: RAs must maintain a 2.5 KSU cumulative and term GPA at time of appointment and throughout the term of employment.
 - C. Student Conduct: RAs must be in good conduct standing at the time of appointment and throughout the term of employment.
 - D. Criminal Background Screen: Acceptance into the RA position is conditional upon the successful completion of a criminal background screen conducted by the Department of Human Resources at Kennesaw State University.
 - E. RAs are required to sign a housing contract to live in on-campus Housing.
- II. **Period of Employment and Time Commitment**
 - A. Appointments are made for one academic year. The academic year is defined as fall and spring semester. An academic year appointment does not dictate a summer appointment or an appointment for the following academic year.
 - i. A summer term appointment is defined as the full summer semester and there is a separate selection process for RA appointment for summer semester.
 - ii. RAs may be terminated at any time based on their job performance, academics, and any changes to their conduct standings. These items are interrelated and are not independent of each other.
 - B. A RA's principle non-academic activity is their position. Additionally, co-curricular activities are not to conflict with the time needed to be available and accessible to residents.
 - i. Other time commitments (i.e., jobs, internships, Co-Ops, Greek organizations, athletics/intramural, student organizations, etc.) must be discussed with and approved by their supervisor. This includes any time commitments that they may have had prior to employment by the Department of Housing and Residence Life and any additional time commitments in the future. These time commitments cannot be more than 20 hours per week.
 - ii. The RA may not assume or continue any paid responsibilities, either on or off campus, without approval and permission from the supervisor. Permission in these circumstances will be contingent on current course load, job performance, and academic performance.
 - C. RAs must be available prior to, during Residence Hall Openings and Closings to complete check-in and check-out administrative tasks. Please see the Commitment Calendar for dates.
 - D. As all residence halls are open during break period (Fall Break, Thanksgiving Break, Winter Break, and Spring Break), RAs may be required to work during break periods. RAs must also be available during semester breaks to complete administrative tasks and perform on-call responsibilities. Not all RAs will be required to work during a break period, but need to be available. Failure to comply with the request could result in termination.
 - E. The RA position requires an average of 12 hours of work per week, in addition to the hours worked while on-call. Peak work periods include the opening and closing of each semester, the RA Selection process, and during RA training, all of which will require additional hours.

- F. A RA must be given prior approval from their direct supervisor to be unavailable to assist or respond to the building for more than 48 hours.
 - i. Leave: "Leave" is defined as an extended period of time away from your primary residence (your Residence Life assigned unit) for more than 48 hours in a seven-day period, as required by the Resident Assistant role.
 - 1. *Maximum:* During fall and spring semesters the maximum number of consecutive days of leave granted including weekends is 5 days (not including Break Duty periods - see Section V.B.1.e.).
 - 2. *Requests:* For any overnight absence from your room, period of time when you will not be working and not living in your unit, longer than 2 days in a 7-day period of time, you will be required to request leave directly from your immediate supervisor. You will not be granted leave during the following periods, without approval from the Residence Director: RA Training, Move-In/Move-Out, GIG, or during the first 2 weeks of the fall and spring semester.
 - 3. *Responsibilities:* You are responsible for information missed while on leave and for coverage of responsibilities while gone.
- G. Training and Development:
 - i. RAs are expected to attend several training sessions and staff development activities throughout the year. These include but are not limited to:
 - 1. Spring Orientation (a weekend day in April)
 - 2. Fall Training (a two week period prior to August opening)
 - 3. In-service sessions, as arranged by their supervisor and other departmental staff
 - 4. Weekly staff meetings and individual meetings with their supervisor
 - 5. Spring Training (three-four days prior to January opening)
 - ii. Regardless of the RAs status as returning or new, RAs are required to attend all staff training and development sessions. The training schedule is arranged in a manner to avoid any interference with the official university calendar.
- H. All travel plans must be made in accordance to the RA Commitment Calendar schedule. It is expected that RAs are able to attend all openings, closings, and training sessions. If travel plans interfere with any of the above, they may be terminated from the position.

III. Expectations

- A. General Expectations - This position description and agreement serves as an overview of the expectations of the RA position and addresses most areas, recognizing that the full details and implementation may not be articulated within these expectations.
 - 1. *Responsibilities:* RAs are expected to perform the responsibilities outlined in the General Responsibilities section below.
 - 2. *Community Specific Responsibilities:* Each community is unique and staff are typically provided with a set of community-specific expectations at the start of each semester (fall and spring). These expectations serve to meet the specific needs of these communities and RAs are expected to fulfill them to meet the needs of their assigned residents.
 - 3. *Returning RA Expectations:* RAs who are returning to staff, are expected to serve as role models to new RAs joining staff. As such, they may be asked to take on additional leadership responsibilities within their community teams to provide support and mentorship to new RAs.
- B. Ethical Standards: RAs will adhere to Housing and Residence Life's Ethical Standards while in the RA position.
 - 1. *Confidentiality:* Maintain confidentiality of all staff and students (FERPA). While complying with the University's duty to report as required by Title IX and Clery Act.
 - 2. *Relationships:* RAs are strongly discouraged from engaging in romantic and/or sexual relationships with their community's residents. RAs are expected to consult their supervisor in the event that they think this cannot be avoided.
 - 3. *Codes of Conduct:* All Housing and Residence Life staff members are expected to comply with the Codes of Conduct as well as state and federal laws and other University or department policies. The following expectations should also be understood concerning alcohol use:
 - a. It is expected that staff will abstain from the consumption of alcohol prior to or, during working hours, or any university event/function where you might be in a position of responsibility.
 - b. RAs are expected to be role models for residents and are expected to utilize best judgement with regard to their behavior and interactions with their residents when alcohol is present.
 - c. Housing and Residence Life staff should avoid behaviors that would compromise

their ability to lead, serve as a role model and/or carry out their positional duties.

4. *Consistency*: RAs will treat all persons with equity so as not to provide unfair advantage for service.
 5. *University and Housing and Residence Life Representative*: RAs will abide by all Residence Life/KSU policies and will hold others accountable by enforcing these policies.
 6. *Respect*: RAs will be respectful of all persons in and property of Housing and Residence Life.
- C. **Housing Contract Expectations**-RAs are responsible for reading and understanding all terms and conditions of the housing contract. RAs may be assigned to a shared unit as part of their placement.
1. RAs assigned to shared units for their placement may be able to provide roommate preferences; however, this option is never guaranteed due to space, time and other circumstances.
 2. If RAs resign or are released from the position they will need to create a new housing contract and they will work with Housing and Residence Life to relocate and will be responsible for the same housing and associated fees as other residents, once their position has been terminated or based on the date in their resignation letter. They will need to relocate to another housing assignment once their position has been terminated.

IV. General Responsibilities

- A. **Relationships and Community**: RAs facilitate opportunities for students to develop meaningful connections and relationships with others by:
- i. Providing opportunities for residents to engage in activities and dialogue that facilitate the development of meaningful relationships with others.
 - ii. Assisting residents in proactively addressing individual and community conflict.
 - iii. Supporting the initiatives of the Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH) by encouraging residents to actively participate and engage in their community council(s) and the larger organizations.
- B. **Identity**: RAs challenge residents to explore who they are and tell their story by:
- i. Articulating their own identities and demonstrating an ability to speak to others across areas of social identity through their interactions with residents.
 - ii. Developing personal relationships with each resident through regular one-on-one and small group interactions that provide opportunities for residents to reflect on their experience, personal values, interests, and social identities.
 - iii. Provide resources to help residents connect to on-campus opportunities that provide support and allow students to establish their role(s) within their community.
- C. **Independence**: RAs will help residents develop essential life skills for them to employ by:
- i. Engaging residents in reflective opportunities that challenge them to identify personal goals and plans to achieve those goals.
 - ii. Challenge residents to participate in opportunities that will provide them with new experiences and skills that will serve them at KSU and beyond.
 - iii. Holding residents accountable to the Code of Conduct, Housing Contract, and Residence Hall Policies.
- D. **Inclusion**: RAs will challenge residents to explore how they and others contribute to communities and find ways to advocate for themselves and others by:
- i. Serving as mentors and role models to their residents. RAs hold diverse perspectives and often draw on their own experiences to guide their residents through their experience at KSU.
 - ii. Creating a community that is inclusive and provides a safe and welcoming environment to individuals of all social identities and needs.
 - iii. Engaging residents in reflective opportunities that challenge them to consider other perspectives, social identities, and how diversity in perspectives and identities contributes to a successful community.
- E. **Safety and Security**: RAs are responsible for completing administrative responsibilities within the community that contribute to the promotion of safe and comfortable living environments. RAs participate in an on-call rotation, health and safety checks, responsibilities during opening and closing of residence halls, etc.
- i. **On Call**: Residence Life requires RAs to serve in an on call capacity not only as a way to build community, but to promote safety and address maintenance concerns. Some residents are allowed to stay in their residence 365 days a year, so Residence Life maintains an on call staff 365/24/7. RAs are expected to follow all Housing and Residence Life emergency protocols and procedures, as instructed.
 1. RAs are considered essential personnel and are expected to respond, as directed, to KSU emergency situations. RAs may be expected to be on-call during University-wide events such as tornados, snowstorms, or other emergencies when all Housing and Residence Life staff are needed. These instructions will come from the Director, or designee.

- ii. Health and Safety Inspections: RAs conduct these inspections each semester as directed by their supervisory staff.

F. Administration

- 1. Flyers and Postings: RAs are expected to post all flyers and other materials provided by their supervisor within 24 hours.
- 2. Mailbox: RAs are expected to check their mailbox in their assigned community office as directed by their supervisor.

- V. Compensation: All responsibilities articulated in this position description and agreement are compensated in the form of a furnished, on-campus bedroom and meal plan subsidy as identified by Housing and Residence Life. Additional compensation may be provided at the discretion of the Director of Residence Life. Compensation is based on an August to May RA Agreement, with Break days and semester breaks accounting for the remaining weeks of the year.

VI. Acceptance of Resident Assistant Position Agreement

A. By signing this agreement, you indicate the following:

- 1. You are responsible for the careful review of the contents of this, and other documents related to performance expectations, any addenda to this agreement, your community expectations, and your housing contract.
- 2. You have read, fully understand and accept the terms and conditions outlined in the RA position description and RA commitment calendar, and accept the position for the appointment term(s) associated with this position.
- 3. You also understand that you are responsible for the Department's *Resident Handbook and Guide to On Campus Living*, Housing and Residence Life training, policies, protocols or directives from your supervisor.
- 4. The RA position is expected to be your first priority after academics. Involvement in other campus related activities or employment is not considered a rationale to forego RA responsibilities. RAs are expected to request approval from their supervisory chain to be excluded from stated position responsibilities.
- 5. You are strongly encouraged to seek immediate support from a supervisor if you begin to struggle in your position.

- B. Photograph Use - As a member of the Department of Housing and Residence Life staff, pictures will often be taken during training sessions, programs, meetings and other events. The department will use some of these images in the course of developing marketing materials and publications. I (the student staff member) hereby grant KSU's Department of Housing and Residence Life the irrevocable and unrestricted right to use, reproduce and publish photographs of me, including my image and likeness as depicted therein, for editorial, trade, advertising, recruiting professional and student staff or any other purpose and in any manner and medium; to alter the same without restriction, and to copyright the same. I hereby release Housing and Residence Life from any and all claims, actions and liability related to its use of said photographs. IN WITNESS WHEREOF, the undersigned, intending to be legally bound, hereby sets their hand and seal the date written below.

RA Name (Print): _____

Date: _____

RA Name (Signature): _____