Agreement of Principles 2016-2017

Department: Residence Life and Housing

Job Title: Resident Assistant

Duties & Responsibilities: Listed in RA Contract, & Manual

Must have a signed Housing Contract at the time of acceptance of the position.

Personal use of office equipment is prohibited. Use of office telephones, copier, and computer must be restricted to work related situations only.

Qualifications:
1. The Resident Assistant must be a full-time student at IU Southeast.
2. The Resident Assistant must have and maintain a cumulative GPA of 2.5 or above on a 4.0 scale.
3. The Resident Assistant must be at least sophomore standing for the start of Fall Semester 2016.
4. The Resident Assistant must remain in good financial standing with the University.
5. The Resident Assistant must remain in good academic and disciplinary standing.

Hours, Duration of Job, and Break Periods:

Wednesday, August 3, 2016 – Wednesday, May 10, 2017
The Resident Assistant staff will provide on-call coverage during break periods and holidays.
The Resident Assistant is an estimated 20-25 hours per week commitment.

Illnesses and Absences:

Resident Assistants are required to read and be familiar with the attendance policy, and adhere to it by finding a replacement should an absence be necessary.

Confidentiality:

Access to student records and other Housing and Residence Life matters will be handled in a confidential manner, in compliance with University policies and the Privacy Act. Student records will not be released without current written permission.

IU Southeast Commitment to Diversity:

The mission statement of IU Southeast notes its commitment to the "intellectual and social growth of students, to the cultural and economic well-being of Southern Indiana and the greater Louisville metropolitan region, and to the advancement of knowledge in the context of a global society." Creating a diverse campus in population, programming, and environment is essential to fulfilling this academic mission. Included in the definition of diversity are characteristics including age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, veteran status, and socio-economic status.

RA Contract & Manual:

RAs are responsible for the terms, expectations, and information outlined in the RA contract and RA manual.
RESIDENT ASSISTANT CONTRACT

I. GENERAL RESPONSIBILITIES

A. The Resident Assistant, hereafter referred to as RA, is a key member of the Residence Life and Housing staff. As a live-in employee, the RA has responsibilities to their assigned building and all residence halls. Emphasis is placed on creating a respectful community within a living-learning environment; providing educational and developmental programs and activities as well as assisting in enforcing University policy and community standards as defined by the Department of Residence Life and Housing. The RA serves as a facilitator to encourage a cooperative and considerate group living environment as well as promote learning in the community. The RA also works to promote the personal academic success of other students. The RA reports to the Assistant Director of Residence Life and Housing and indirectly reports to the Director of Residence Life and Housing.

B. This job contract outlines specific duties and expectations of the RA position as developed by Residence Life and Housing.

II. TASKS AND RESPONSIBILITIES

A. PROGRAMMING – RAs will develop a community by utilizing the strategies outlined in the RA Manual. Some of these strategies include programming, Lodge meetings, passive programming, and intentional interactions. RAs are expected to know residents by name and location and develop meaningful, appropriate relationships with each resident.

B. OPEN DOOR HOURS – RAs are required to post and complete, 3 open door/Great Room hours on a weekly basis for residents.

C. RA ON-CALL - RAs will be assigned to be “on-call” on a rotating duty schedule for weekdays, weekends, and holidays. RAs will follow the appropriate on-call procedures which are outlined in the RA Manual.

D. STUDENT ACCOUNTABILITY - RAs, both on-call and off, are expected to confront alleged policy violations and violations of community expectations in Housing. In addition, RAs are expected to:
   i. Contact the professional staff member on-call immediately when additional support is needed or in an emergency situation.
   ii. Notify their immediate supervisor of any emergency situation by voicemail (this is dependent upon the urgency of the situation).
   iii. Document all situations immediately after the occurrence by filling out an incident report.
   iv. Strive for consistency in all situations and document accordingly.

E. ADMINISTRATIVE SERVICES - RAs must perform a variety of administrative duties, including:
   i. Assist the immediate supervisor with opening, check-ins, check-outs, space changes, and closing.
ii. Return early and remain in area after Housing closes (during breaks on as-needed basis).
iii. Report and make a follow-up check on maintenance problems in the residential area.
iv. Complete necessary reports and forms (i.e. weekly reports, surveys, check-in/check-out).
v. Follow the appropriate protocol for completing health & safety inspections.
vi. Disseminate information (i.e. informational bulletin boards, newsletters, and meetings) in a timely manner.
vii. Assist in evacuation during emergencies.

F. KEY SECURITY - University keys should NEVER be given to other RAs or non-staff members.
i. Caution must be taken to insure the security of the access/sub/master key-- loss of an access/master key must be reported immediately to the supervisor and costs associated with re-coring may be incurred by the RA. Loss of the access/master key may result in termination.
ii. Misuse of University keys or violation of key policies may result in termination.
iii. On-call keys should never be taken off campus.

G. SERVICE TO RESIDENTS – RAs are expected to become personally acquainted with residents immediately after assuming the position and also:
i. Use discretion in the careful handling of confidential matters.
ii. Provide counseling within their ability and be able to refer residents to appropriate resources.
iii. Facilitate roommate agreements and roommate mediations.

III. RA DEVELOPMENT AND TRAINING EXPECTATIONS

A. All staff training is mandatory. Exceptions may be made at the discretion of the Assistant Director of Residence Life and Housing. For those special cases, some form of alternative training or review of the information will be required.

B. APRIL TRAINING – RAs are expected to attend a one-day training and orientation day during the spring prior to their fall employment.
i. Newly hired RAs are required to make and attend a meeting with the Residence Life Coordinator before departing for the summer to discuss personal expectations for the position.
ii. All 2016-2017 RAs are required to attend a staff meeting which will be determined based upon class schedules of those hired.

C. AUGUST TRAINING – RAs are expected to return approximately 2-3 weeks prior to move-in day for August Training.
i. All RAs must be moved in and prepared for training by 9:00am on Wednesday, August 03, 2016.
ii. Attendance is required at all staff training events August 03-21, 2016.
iii. Attendance is required for the retreat at Bradford Woods (Dates are to be determined)
iv. RAs returning to the position may be required to take on additional responsibilities during August Training such as presenting a program or coordinating and activity.
v. RAs may not hold a second job during August Training, as well as during the first two weeks of the fall semester.
D. **JANUARY TRAINING** – RAs must return for January Training approximately 3-4 days prior to the opening of Housing for Spring Semester.
   i. All RAs must be moved in and prepared for training by 11:00am on January 4, 2017
   ii. Attendance is required at January Training (January 04-08, 2017).
   iii. RAs may not hold a second job during January Training, as well as during the first two weeks of the spring semester.

E. **IN-SERVICES/ON GOING TRAINING**
   i. Residence Life and Housing will offer educational/developmental in-services during the academic year. RAs are required to participate in these in-services. Staff members who are excused from in-service training will receive this information in a manner deemed appropriate by the Assistant Director of Residence Life and Housing.

F. **STAFF DEVELOPMENT** – RAs are required to:
   i. Attend bi-weekly staff meetings.
   ii. Actively participate in official staff socials, retreats, developmental sessions, etc.
   iii. Meet individually with their immediate supervisor weekly or every other week (to be scheduled by their immediate supervisor).
   iv. Meet with their supervisor and Co-RA weekly or every other week (to be scheduled by their immediate supervisor).
   v. Attend on-call scheduling meetings.

IV. **ADDITIONAL EXPECTATIONS**

A. **PERSONAL CONDUCT** – RAs are expected to serve as role models on and off campus for other residents by demonstrating good study habits, showing concern for the welfare of others, exhibiting non-discriminatory behavior, promoting community responsibility, modeling positive social interactions, and reflecting a positive use of free time.
   i. RAs must observe all federal, state, and local laws.
   ii. RAs must abide by the University Student Code of Conduct and all departmental policies.
   iii. Failure to adhere to laws, regulations, and policies may result in immediate dismissal from the RA position.
   iv. Failure to serve as a positive role model on and off campus for other residents may result in immediate dismissal from the RA position.

B. **IU SOUTHEAST OPEN HOUSE DAYS** – RAs are expected to participate in all IU Southeast Open House days during fall and spring semester by giving tours, answering questions, and hosting. Details regarding participation in the Open House will be provided by the immediate supervisor.

C. **RA SELECTION** – RAs are expected to seek out and encourage potential RA applicants as well as serve on interview teams when needed. This includes the group process and individual interviews.

D. **JOB COMMITMENT** - RAs are expected to give the RA position priority over all other non-academic activities. If, in the judgment of their immediate supervisor, outside activities or membership in organizations affects the performance of a RA, the RA will need to make a choice between the activity or organization and the RA position.
   i. RAs may work off campus up to 20 hours per week total with the advance approval of their immediate supervisor.
ii. RAs may not work on campus if the hours exceed 5 hours per week.

iii. RAs may be involved with extra-curricular organizations/events with the advance approval of their immediate supervisor.

iv. If a RA has a part-time (20 hours or less) academic internship, student teaching field studies, or Nursing rotations, the RA will be expected to meet with their immediate supervisor in advance to discuss the effects on the RA position.

v. RAs are expected to make an academic year commitment.

E. GPA REQUIREMENT – RAs are required to maintain a 2.5 GPA. If it is found that the cumulative GPA of a RA has fallen below the minimum allowed, that student will be placed on Housing academic probation (job status, not status with the university). RAs may not be on probation for two concurrent semesters. RAs who receive a semester GPA of below a 1.0 may be terminated immediately. This policy is to promote the academic integrity of the student in keeping with IU Southeast’s academic requirements.

F. RA ACADEMIC CREDIT LOAD- RAs must maintain at least 12 credit hours per semester, but must not exceed 18 credit hours unless approved in advance by the Assistant Director.

G. PERFORMANCE EVALUATION - RAs will be evaluated by residents and will participate in a formal evaluation of their immediate supervisor.

H. RESIGNATION FROM POSITION- RAs are expected to commit to the position for an entire academic year. A letter of resignation must be submitted to the immediate supervisor two weeks prior to the projected end of employment. RAs who resign from their position are responsible for fulfilling their Housing contract. Insufficient reason or improper notification of resignation will be noted on any reference that is prepared by Residence Life and Housing.

I. RETENTION - RAs are not automatically rehired for the following year. Performance and growth in position will determine whether the RA is rehired for the following year. If a RA is interested in re-applying for an additional contract year, he/she must follow the process outlined by the Office of Residence Life and Housing.

J. TIME OFF - RAs shall have no more than two weekends per month away from campus, at their immediate supervisor’s discretion.

i. Must complete and submit a request to be absent form to their immediate supervisor for approval at least one week prior to absence.

ii. A weekend is defined as a Saturday and Sunday period, including Friday and Saturday overnight stays.

iii. Time off will not accumulate. RAs who do not use their weekends off, however, may receive special consideration from their immediate supervisor for occasional exceptions to this policy.

iv. Any overnight time off during the week will be subject to approval by their immediate supervisor and will count as time off.

K. ADDITIONAL RESPONSIBILITIES - RAs must accept any other related responsibilities and expectations as assigned by their immediate supervisor and Residence Life and Housing.
L. **TERMINATION OF EMPLOYMENT** - Continued failure to fulfill the responsibilities of the position, poor role modeling on and/or off campus, failure to adhere to University policies, failure to adhere to federal, state, or local laws, and blatant discriminatory acts could lead to termination of employment involving written notification from the Director of Residence Life and Housing.

M. **ALCOHOL** - RAs are never allowed to consume alcohol during or before any work-related activity including (but not limited to): on-call, programs, training, staff development activities, Housing functions, and any time in which the RA is representing Residence Life and Housing.

V. **ADDITIONAL ITEMS TO KNOW**

A. **FINANCIAL AID** - RAs receiving federal or local financial aid may wish to investigate how the RA compensation package could affect their awards.

B. **SECOND JOB POLICY** – RAs are to comply with the Second Job Policy if any other employment is held by a RA (refers to on or off-campus employment).

As a condition of employment, the Office of Residence Life and Housing of Indiana University Southeast agrees to compensate the hired Resident Assistant by providing a bedroom space in a four bedroom two bathroom apartment. Resident Assistants are paid every two weeks and are required to complete a timesheet each pay period. The monthly total equals $100. Compensation will be pro-rated for employees who begin after the start of the agreement or leave employment before the end of the agreement period.