

Last Name: _____

First Name: _____



Resident Assistant Work Agreement

2018-2019 Academic Year

Office of Residence Life & Housing
Curry College



1. EMPLOYMENT DESIGNATION AND PERIOD OF EMPLOYMENT

The Resident Assistant position is an at will appointment, which means employment is at the discretion of the College. The Resident Assistant position is designated as a full academic year position. The period of employment begins **Sunday, August 12, 2018** and ends **Sunday, May 19, 2019**. The employment period includes break closing/openings and Commencement Week/Commencement.

College Break Closing/Opening—Academic calendar break closings/openings (Thanksgiving, Winter, and Spring Breaks) are included in the period of employment. Resident Assistants are required to remain late and/or return early for break closing/opening logistics.

2. TRAINING

Attendance and participation in all Resident Assistant Training is mandatory. Throughout the duration of any training period, Resident Assistants cannot work or participate in outside activities/commitments. Resident Assistants should plan ahead being cognizant of these dates and should inform all necessary individuals of these time commitments. Training Periods for 2018-2019 are as follows:

Fall 2018 Training—Training begins as early as **Sunday, August 12, 2018** and extends through the conclusion of the day on **Sunday, August 26, 2018**.

Spring 2019 Training—Training begins as early **Tuesday, January 15, 2019** and extends through the conclusion of the day on **Monday, January 21, 2019**.

If requesting to miss any part of training, Resident Assistants must submit the appropriate form on the RA portal to the Assistant Director of Residence Life. Requests must be received by Monday, August 1, 2018 for Fall 2018 Training, and by Monday, December 10, 2018 for Spring 2019 Training. Requests may only be for academic or athletic reasons, or extenuating personal reasons. Missing any part of training is contingent upon first receiving official written approval. Approval for any requested missed training will be communicated to Resident Assistant staff after a decision is made.

Additional Training—Additional training and preparation may be held prior to the start of the agreement date (e.g. summer online training) and/or throughout the academic year (e.g. BACHA RA Conference, CRATE/In-Service, etc.). Resident Assistants will be notified in writing and in advance of these dates and requirements. These trainings are mandatory unless stated otherwise.

3. ACADEMIC PERFORMANCE

Because Resident Assistants serve as positive role models, it is important to remain in good academic standing with the College. To remain in good standing, Resident Assistants must be full-time students (enrolled in a minimum of 12 credits per semester), and making progress toward degree completion. Resident Assistants must maintain a minimum 2.25 cumulative GPA each semester of employment. If the cumulative GPA falls below 2.25, the Resident Assistant will be placed on academic employment probation for one semester. Resident Assistants must improve the GPA and academic performance during the semester of academic employment probation. Review of employment will occur if academic performance is not improved during the period of academic employment probation.

4. PRESENCE AND COMMITMENT

The Resident Assistant position is a live-in position. Resident Assistants are required to live in the room and hall to which they are assigned. As part of the commitment to the Resident Assistant's work, Resident Assistants must demonstrate availability, visibility, and accessibility to residents throughout the week (even when not "on duty") by being present in the assigned area of responsibility and actively connecting with residents. A significant degree of flexibility in the specific hours for availability is expected given the nature of the job. Availability time will vary from week to week. To ensure this availability, resident satisfaction and retention, and completion of all position responsibilities, Resident Assistants are strongly encouraged to limit the amount of outside activities/commitments such as work, volunteerism, and participation in College athletics and student organizations. The number of hours for any additional commitments must not exceed a total of 20 hours each week unless explicitly granted approval by the supervising Community Director.

Presence in the residence halls may be needed on an emergency, sudden and/or unplanned basis, including but not limited to power outages, snow storms/inclement weather, and/or other periods of time as deemed necessary for the safety and security of the residents and halls. Emergency presence will be deemed necessary and communicated at the discretion of Residence Life & Housing.

5. EXPECTATIONS AND POSITION RESPONSIBILITIES

A. Community Development & Programming

1. Residents Assistants have primary responsibility for a particular floor/area/house, with broad responsibilities within the assigned staff area.
2. Maintain an inclusive community environment where residents of all backgrounds feel welcomed, respected, and supported.
3. Establish and maintain a positive living community that is supportive of academic achievement and personal growth.
4. Complete all requirements surrounding educational/social programming, bulletin boards, door tags, floor meetings, and all additional requirements in accordance with the Community Development Model.
5. Attend and encourage residents to participate in various College and community events.
6. Plan and conduct floor meetings focusing on community needs and interests, College policies, upcoming events, and deadlines.
7. Resolve conflicts between roommates or building residents. This includes mediating conflicts and facilitating roommate agreements in a timely manner.
8. Establish connections with all residents of the floor and establish positive rapport and relationships with all area residents.

B. Communication

1. Relay information of all kinds to the Community Director and/or Residence Life & Housing staff clearly, directly, and appropriately.
2. Discuss questions with Community Director; seek clarification when needed.
3. Respond to all job related email and/or telephone communications promptly and appropriately (within 24-hours).
4. Disseminate information to residents (i.e. information bulletin boards, newsletters, and meetings) in a timely manner.
5. Maintain appropriate communication and dissemination of information with residents and/or non-College staff. Adhere to Residence Life & Housing and College standards regarding privacy and sensitivity of information.
6. Resident Assistants are considered "Mandatory Reporters" and must report information regarding student health and wellness, sexual assault and harassment, etc. to appropriate College personnel.

C. Resource & Referral

1. Set positive examples for others through personal, academic and social behaviors.
2. Be aware of students' attitudes, identities, and backgrounds, and be sensitive to individual and/or group needs.
3. Serve as a support, resource, and referral for students experiencing academic, health, or other difficulties.
4. Know on and off-campus resources for appropriate circumstances.
5. Conduct student wellness checks when necessary or requested. It is an expectation to be familiar with all residents of the floor community and can provide information immediately after it is requested.
6. Observe and communicate student health concerns, academic distress, personal and/or social concerns and problems to Residence Life & Housing professional staff.
7. Respect and maintain privacy of student information by sharing only with Residence Life & Housing professional staff or designated College officials. Information about students who are "at risk" to themselves or others must be shared immediately.

D. Staff Development

1. Attend and participate in weekly staff meetings, and scheduled one-on-one meetings.
2. Maintain regular communication with staff and supervisor.
3. Complete all requirements of the Continuing Resident Assistant Training & Education (CRATE) Series/ongoing staff training.
4. Respond positively to feedback from supervisor and work to incorporate feedback into performance appropriately.

E. Duty

1. Participate in a duty rotation schedule (determined by building/area). Assigned duty shifts begin at 8:00PM each night.
2. Various weekends/events will require additional duty coverage and/or all staff to be on duty (day and evening coverage), including but not limited to hall openings and closings, Spring Weekend, Homecoming, dances, major athletic events, etc. These weekends/events will be at the direction and discretion of Residence Life & Housing/the College.
3. Remain in the building/area during scheduled duty hours. Under no circumstances is it permissible to leave the building unless conducting rounds or receiving prior approval from a Residence Life & Housing professional staff (i.e. emergency situations).
4. Complete full rounds of the building/area during set active duty hours. Conduct additional rounds as necessary for area.
5. Answer in-coming duty-related calls in a professional manner and respond accordingly. Utilize staff duty Nextel responsibly and for duty purposes only in accordance with set expectations.
6. Complete all duty logs in a timely and professional manner.
7. Confront any and all policy violations and provide appropriate and timely documentation.
8. Participate in additional duty rotations as requested by the Community Director and/or Residence Life & Housing.

F. Student Accountability

1. Confront, enforce, and hold students accountable in a consistent manner regarding inappropriate behaviors and violations of College and Residence Life & Housing policies, and federal and Commonwealth laws.
2. Follow emergency response procedures as outlined in training and the Resident Assistant Manual. Assist emergency responders and inform on-duty staff of emergencies/crises.
3. Complete documentation of all violations in a consistent and fair manner and submit directly following an incident.

4. Educate residents regarding College and Residence Life & Housing policies, and the student conduct process.
5. Assist Residence Life & Housing staff with building compliance and understanding around health and safety standards.

G. Office Sponsored Initiatives & Events

1. Participate in large-scale Residence Life & Housing processes including but not limited to: Housing Selection, RA Selection, RA Training, Accepted Students Day, Open Houses, Welcome Weekends, Welcome Week, Commencement Week, Commencement ceremonies, BACHA RA Conference, Professional Staff Hiring/Selection, etc.
2. Attend and participate in Residence Life & Housing meetings as determined by the Community Director or professional staff.
3. Review and plan accordingly for all important dates for Curry College and Residence Life & Housing as outlined by the College's Academic Calendar, and the important dates located on the RA page of the myCurry portal.

H. Administrative/Additional Responsibilities & Expectations

1. Assist with opening and closing of residence hall(s) including completion of Room Condition Forms (RCF).
2. Complete necessary forms and paperwork thoroughly and free of error (i.e., incident reports, programming forms, etc.).
3. Use College funds for sole use of official expenses only. Provide receipt(s) and any change (petty cash) for all purchases.
4. Submit maintenance requests via SchoolDude and report damages, and necessary repairs to the Community Director.
5. Exercise excellent time management skills and balance commitments to meet the needs of the Resident Assistant position.
6. Understand and practice appropriate key and card access practices, including but not limited to appropriate use of all ID access, and room, office, key block, and master keys. Staff may be held responsible for misuse or loss of keys.
7. Sign out/in the building master key for official use only as stated in the Resident Assistant Manual. Misuse or loss of the master key will result in review of employment and/or removal from the position.
8. Return all assigned staff keys at the end of year or upon leaving the position. Immediately report any lost staff keys.
9. Follow all Residence Life & Housing, and College policies and procedures as designated and outlined in the Resident Assistant Manual and the Curry College Student Handbook.
10. Complete all assignments accurately and by the designated deadlines.
11. Fulfill any additional responsibilities (administrative or otherwise) as assigned by Residence Life & Housing/the College.

6. APPROPRIATE STANDARDS OF BEHAVIOR

Resident Assistants serve as role models and representatives of Residence Life & Housing and Curry College. As such, Resident Assistants are expected to conduct themselves in a manner worthy of the respect afforded to the role. This includes conducting oneself in an honest, conscientious, and professional manner, and refraining from activities, including virtual self-presentation (online presence), which detract from the position or negatively reflect on Residence Life & Housing and/or Curry College. Resident Assistants are strongly encouraged to refrain from posting information and/or pictures which violate College policies, values, or can be perceived to hinder the credibility in performing position responsibilities.

Resident Assistants are expected to maintain a positive attitude towards the position and fulfillment of the expectations and responsibilities. This includes respecting the decisions made by Residence Life & Housing and/or the College, and fully supporting Residence Life & Housing in all major endeavors.

Resident Assistants are expected to adhere to all federal and Massachusetts Commonwealth Laws, and College and Residence Life & Housing policies. This includes strict adherence to the College's alcohol and drugs policies. In addition, Resident Assistants must not consume alcohol while on duty, hosting programs, during set training periods or events, and/or during staff development activities.

Expectations regarding appropriate standards of behavior are in effect from the initial offer of the position, and throughout the length of employment. Any Resident Assistant found responsible for a violation of the College's alcohol and/or drug policies, and/or is placed on Student Conduct status, and/or conducts behavior which compromises the ability to perform both routine or emergency duties, may be removed from the position. *Please see Employment, Accountability, and Removal.*

7. TIME OFF/PERSONAL WELLNESS

Resident Assistants are encouraged, with appropriate notification and consent of the Community Director, to preserve personal health & wellness. Resident Assistants are responsible for communicating time away with the remainder of the building staff. Unless time off has been specifically requested, Resident Assistants are expected to sleep in their assigned rooms each night. Restrictions and exemptions may be made based on individual circumstances or specific needs for presence. Resident Assistants are unable to request/take time away during training periods or events (unless otherwise approved), hall openings and hall closings, Spring Weekend, Commencement (Senior) Week, etc. as deemed necessary by Residence Life & Housing. Time away must not significantly detract from the ability to complete position responsibilities.

8. PERFORMANCE EVALUATION

Formal evaluation and assessment of performance and effectiveness in the position will take place once each semester. Resident Assistants will self-assess individual performance using the Resident Assistant Performance Evaluation. Resident Assistants will

participate in a formal evaluation and discussion prepared by the Community Director each semester. Resident Assistants are informally evaluated on an ongoing basis (through one-on-one meetings, etc.) by the Community Director.

9. REHIRE & REAPPLICATION

The Resident Assistant position is for one academic year. Resident Assistants are not guaranteed rehire for the following year and the College is under no obligation to rehire individual Resident Assistants for the following academic year. Resident Assistants interested in applying to return to the position must follow the process outlined by the Resident Assistant Selection Work Team. Future employment is dependent on the outcome of the rehire process and in conjunction with review of the Resident Assistant's Performance Evaluations, conduct, attitude, position status, and performance and growth.

10. RESIGNATION FROM POSITION

Resident Assistants are expected to commit to the position for an entire academic year. A letter of resignation must be submitted to the Community Director and Assistant Director of Residence Life prior to the projected end of employment. Should a Resident Assistant resign and wish to remain in on-campus housing, a new housing assignment will be determined by Residence Life & Housing and the Resident Assistant must relocate from their Resident Assistant assignment within 48-hours. Resident Assistants who resign from the position are responsible for fulfilling all commitments of the Housing Agreement. If a Resident Assistant leaves College housing following resignation, the Resident Assistant is responsible for all fees associated with terminating the Housing Agreement.

11. EMPLOYMENT, ACCOUNTABILITY, AND REMOVAL

Failure to meet the expectations and responsibilities outlined in this Resident Assistant Work Agreement and/or the Resident Assistant Manual, exhibiting behaviors detrimental to the integrity and credibility of the position, and/or any behaviors that compromise the ability to perform both routine or emergency duties, are subject to an employee accountability process. As outlined in the Resident Assistant Manual, this process may result in accountability actions, employment status, and/or removal from the position.

All removals are approved by the Director of Residence Life & Housing. Should a Resident Assistant be removed and wish to remain in on-campus housing, a new housing assignment will be determined by Residence Life & Housing and the student must relocate from their Resident Assistant assignment within 48-hours. Resident Assistants removed from the position are responsible for fulfilling all commitments of the Housing Agreement. If a Resident Assistant leaves College housing following removal, the Resident Assistant is responsible for all fees associated with terminating the Housing Agreement. Resident Assistants removed from the position are ineligible to reapply for the position for one calendar year from notification of the removal decision.

Resident Assistants removed from the position may appeal this decision in writing to the Associate Vice President of Student Affairs. Appeals must be submitted in writing within 48-hours. Appeals may only be submitted on significant new and relevant information not known at the time of removal. Appeals based on the severity of the decision/outcome does not constitute acceptable grounds for appeal. Information regarding this process can be found in the Resident Assistant Manual.

12. DIRECTION BY CURRY COLLEGE/OFFICE OF RESIDENCE LIFE & HOUSING

The College reserves the right to establish rules, guidelines, policies and procedures for the Resident Assistant position and residence halls. The duties, responsibilities and prerequisites of the Resident Assistant position may be amended from time-to-time, at sole discretion of the College and Residence Life & Housing. Resident Assistant placement and assignments are based on staffing and community needs and, as such, are subject to change.

13. COMPENSATION

For satisfactory performance in the position, Resident Assistants will receive compensation which includes 70% off the Standard Room Rate, 70% off B Meal Plan Rate (regardless of chosen meal plan), a parking pass, and a single room. Failure to complete necessary requirements of the position may result in a reduction of the Resident Assistant compensation package.

By signing this agreement, I:

- Acknowledge that I have read, understood, and agreed to the conditions stated in this agreement;
- Commit myself to the Resident Assistant position assigned to me for the 2018-2019 academic year;
- Understand that if I fail to fulfill the duties and expectations of the Resident Assistant position, employment accountability action will be taken, which may include but not be not limited to employment probation and/or removal;
- Understand that if I am unable to fulfill the terms of this agreement and removed from the position, I will be responsible for fulfilling the Housing Agreement and any/all fees associated with it.

I will abide by this agreement and accept the position offer to the 2018-2019 Resident Assistant staff.

Signature

Student ID Number

Date