

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_



# College Search East Resident Assistant Work Agreement

## *Summer 2019*



Program for the Advancement of Learning and the Office of Residence Life & Housing  
Curry College

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### 1. EMPLOYMENT DESIGNATION AND PERIOD OF EMPLOYMENT

The College Search East Resident Assistant position is an at will appointment, which means employment is at the discretion of the College. The period of employment begins **Monday, July 1, 2019** and ends **Saturday, July 20, 2019**, and requires the Resident Assistant to be present and available throughout the entirety of the program. Resident Assistants will move in to the assigned residence hall on Sunday, June 30, 2019.

### 2. TRAINING

Attendance and participation in all College Search East Resident Assistant Training is mandatory. Throughout the duration of any training period, College Search East Resident Assistants cannot work or participate in outside activities/commitments. Training begins **Monday, July 1, 2019** and ends **Saturday, July 6, 2019**.

### 3. PRESENCE AND COMMITMENT

The College Search East 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 (even when not "on duty") by being present in the assigned area of responsibility and actively connecting with residents. A degree of flexibility in the specific hours for availability is expected given the nature of the job.

College Search East Resident Assistants are not allowed to hold any other jobs or take summer classes without first receiving permission from Residence Life & Housing and/or PAL faculty/staff. Any role outside of the College Search East Resident Assistant position (including classes) must not interfere with the College Search East Resident Assistant's duty and availability. College Search East Resident Assistants must be available after 3:00PM each day and throughout the entirety of the weekend. College Search East Resident Assistants will also be needed periodically throughout the day to chaperone meals as well as assist with college visits.

Presence in the residence halls may be needed on an emergency, sudden and/or unplanned basis, including but not limited to power outages, 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 at the discretion of Residence Life & Housing and/or PAL faculty/staff.

### 4. EXPECTATIONS AND POSITION RESPONSIBILITIES

The College Search East Resident Assistant is an essential leader within the summer program. The College Search East Resident Assistant promotes individual and community development through educational and social programs. The College Search East Resident Assistant helps with the personal and academic concerns of the student and helps resolve group conflicts that may arise. The College Search East Resident Assistant also serves as a campus resource and a facilitator to encourage a cooperative and considerate living environment. The College Search East Resident Assistant is expected to be a person who genuinely cares about others, inspires respect, establishes a good example in attitude and behavior, and communicates well with others. In addition, the RA will be required to:

#### A. Community Development & Programming

1. Maintain an inclusive community where residents of all backgrounds feel welcomed, respected, and supported.
2. Establish and maintain a positive living community that is supportive of academic achievement and personal growth.
3. Complete all requirements surrounding educational/social programming, bulletin boards, door tags, floor meetings, and all additional requirements in accordance with the College Search East expectations.
4. Participate in and attend various pre-planned College Search East events.
5. 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 PAL faculty/staff and/or Residence Life & Housing staff clearly, directly, and appropriately.
2. Discuss questions with PAL faculty/staff and/or Residence Life & Housing staff; 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.

### 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. Observe and communicate student health concerns, academic distress, personal and/or social concerns and problems to PAL faculty/staff and/or Residence Life & Housing staff.
5. 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.
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.

### D. Duty, Policy Enforcement, & Emergency Response

1. Participate in a duty rotation schedule (determined by building/area).
2. 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).
3. Complete full rounds of the building/area during set active duty hours. Conduct additional rounds as necessary for area.
4. Complete all duty logs in a timely and professional manner.
5. 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.
6. Follow emergency response procedures as outlined in training. Assist emergency responders and inform on-duty staff of emergencies/crises.
7. Complete documentation of all violations in a consistent and fair manner and submit directly following an incident.
8. Educate residents regarding College and Residence Life & Housing policies, and the student conduct system.

### E. Administrative

1. Assist with opening and closing of residence hall(s) including thorough 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. 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 will be held responsible for misuse or loss of keys.
6. Sign out/in the building master key for official use only. Misuse or loss of the master key will result in review of employment and/or termination from the position.
7. Will be van certified during training if currently in possession of license and has a good driving record. Van certification is needed if Resident Assistant will be operating a College van during the program.
8. Fulfill any additional responsibilities (administrative or otherwise).

## **5. APPROPRIATE STANDARDS OF BEHAVIOR**

College Search East Resident Assistants serve as role models and representatives Curry College. As such, College Search East 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 refrain from activities, including virtual self-presentation (online presence), which detract from the position or reflect negatively the Curry College. College Search East Residents 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.

College Search East Resident Assistants are expected to maintain a positive attitude towards the position and fulfillment of the expectations and responsibilities. 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, College Search East Resident Assistants must not consume alcohol throughout the duration of the College Search East program.

Expectations regarding appropriate standards of behavior are in effect from the initial offer of the position, and throughout the length of employment. Any College Search East 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 that compromises the ability to perform both routine and emergency duties, may have their offer rescinded or be terminated from the position.

#### **6. EMPLOYMENT, DISCIPLINARY ACTION, AND DISMISSAL**

Failure to meet the expectations and provisions outlined in this College Search East Resident Assistant Work Agreement, exhibiting behaviors detrimental to the integrity and credibility of the position, and/or any behaviors which compromise the ability to perform both routine or emergency duties, are subject to an employee disciplinary process.

#### **7. DIRECTION BY CURRY COLLEGE**

The College reserves the right to establish rules, guidelines, policies and procedures for the College Search East Resident Assistant position and designated residence hall(s). The duties, responsibilities and prerequisites of the College Search East Resident Assistant position may be amended from time-to-time, at sole discretion of the College, Program for the Advancement of Learning, and/or Residence Life & Housing.

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By signing this agreement, I:

- Acknowledge that I have read, understood, and agreed to the conditions stated in this agreement;
- Commit myself to the College Search East Resident Assistant position assigned to me for summer 2019;
- Understand that if I fail to fulfill the duties and expectations of the College Search East Resident Assistant position, employment accountability action will be taken, which may include termination.

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Signature

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Student ID Number

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Date