

2011-2012 Resident Assistant Contract

I, _____, understand that the purpose of the Residence Life Community is to offer a living environment that will be an integral part of a student's learning experience at Robert Morris University. The residence hall should provide an atmosphere that is conducive to study as well as positive and healthy social interaction and individual development. Resident Assistant staff members work with students and other Residence Life personnel to promote the mission of the University, and to foster the intellectual, social, emotional, and personal growth and well-being of students.

Office of Residence Life

6001 University Boulevard
Moon Township, PA
15108-1189

412-397-4300
www.rmu.edu

I agree to the following **Responsibilities:**

I. Interpersonal and Community Development:

As a Resident Assistant, I will demonstrate investment in the overall growth and welfare of each resident. I also understand that I am responsible for facilitating the development of community among my residents and the hall. I commit to the following and any violation may result in the termination of my position:

- A. I will be available and accessible to residents, spend adequate time on the floor, and regularly interact with the hall/floor community. (The Area Coordinator will determine specific time considerations).
- B. I will assist residents with intellectual, social, emotional, personal growth, and academic concerns while ensuring confidentiality, sharing with the Area Coordinator, and referring students to appropriate resources. This includes recognizing problems and potential problems.
- C. I will know ALL residents on my floor by name by the end of the second week of classes and, throughout the year, help residents feel like important members of the community.
- D. I will maintain a positive working relationship with my supervisor, showing respect for him/her as a supervisor and as a person. I will keep my supervisor informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional and mature manner.
- E. I will maintain a positive working relationship with members of the Office of Residence Life and the staff in the division of Student Life. I will keep the Office staff informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional and mature manner.
- F. I will comply with all reasonable work related requests.
- G. I will follow the additional expectations asked of me by my Area Coordinator.
- H. I will ensure residents understand my role and function as an RA and establish a rapport, which makes residents feel comfortable approaching me with ideas and concerns.
- I. I will communicate directly with fellow staff members and my supervisor in any situation where I feel that I am not being heard or understood.
- J. I will not participate in any form of gossip concerning residents and/or hall staff with hall residents, other RAs or supervisor, and will consider the time, place and manner in which I engage in conversations.
- K. I will work collaboratively with my fellow staff members and supervisor to resolve interpersonal conflicts.

- L. I will attempt to recognize the talents and interests of residents and encourage involvement in related activities as well as encourage resident exploration of new activities, membership in recognized student organizations, and new skill development.
- M. I will make students aware of their roles and responsibilities in the community by explaining and utilizing the Office of Residence Life Community Standards. I will enforce policies consistently and without bias or malice.
- N. I will keep residents informed of campus and hall activities. This includes posting notices and keeping materials current.
- O. I will conduct floor meetings monthly at the request of the Office of Residence Life.
- P. I will fulfill all expectations as they relate to the first three weeks of the fall semester and the first three weeks of the spring semester, including expectations as they relate to fall and spring training programs, in building relationships and promoting a positive living and learning community. I will encourage my residents and colleagues to do the same.
- Q. I will fulfill all expectations as they relate to the Office of Residence Life Programming Model.
- R. I will support and attend programs planned by other staff members and the Residence Hall Association (RHA). I will attend RHA meetings as outlined and expected by my Area Coordinator.
- S. I will serve my staff and the Office of Residence Life as a representative, liaison, advisor, committee member, or other appropriate role.
- T. I will be provided with a meal plan with the understanding that it will provide me the opportunity to interact with my residents outside of the residence hall. On **Monday, May 7, 2012**, any remaining balance will be removed from my account by Robert Morris University.
- U. I will serve as a positive role model for residents and other staff by:
1. Upholding all Robert Morris University and Office of Residence Life policies.
 2. Taking a responsible and active role in the hall and campus community.
 3. Treating all members of the community and others with civility.
 4. Confronting inappropriate behavior in a professional, respectful, assertive, and responsible manner.
 5. Using all internet and computer related communications (i.e. Instant Messenger, Facebook, etc.) in an appropriate manner.
 6. Maintaining good standing with the University and Office of Residence Life.
 7. I understand that illegal and/or irresponsible behaviors that include the use of alcohol or drugs on or off campus may affect my RA status and lead to termination. I further commit to the following, and any violation(s) may result in the termination of my position, and may subject me to further judicial action in relation to the Code of Student conduct:
All RAs in regard to Alcohol & Drugs
 - I will not consume alcohol while on duty or performing other duties in relation to my RA position.
 - I will not possess/use/produce false identification.
 - I will not purchase or supply alcohol for persons under 21.
 - If after consuming alcohol outside of my room and/or off-campus, I will go straight to my room and limit my interactions with others to an absolute minimum upon returning to my hall.

Underage RAs

- I will not possess/consume/distribute alcohol per state law.
- I will not accompany staff or students who illegally consume alcohol, are excessively intoxicated, or will not be in the presence of others consuming alcohol at any time.

RAs over 21 years of age

- I will not accompany any underage staff members or students to a bar or party and consume alcohol.
- I will not consume alcohol then attempt to handle crisis situations. Instead, I will contact another RA to confront residents if necessary.
- I will not purchase or supply alcohol for persons under 21.
- If after consuming alcohol outside of my room and/or off campus, I will go straight to my room and limit my interactions with others to an absolute minimum upon returning to my hall.

Additional Policies that may also lead to termination of my position:

- I will not misuse any building keys, card readers, or access cards.
- I will not lose/misplace any work-related keys (master key, hall key, etc.)
- I will not be involved in any actions that may cause harm or potential harm to another individual or cause an individual to believe that harm may come to him/her.
- I will follow emergency protocols.
- I will make a concerted effort to not miss or be late for any duty shifts.
- I will report all violations of community standards that I become aware of as an RA.
- I will not possess/use illegal drugs.
- I will not be involved with any vandalism/theft.
- I will not misuse any residence life or RHA funds.
- I will not be involved in any illegal activity.
- I will not speak to any media/communication outlet as a representative of the University or Office of Residence Life.
- I agree to follow all established protocols and expectations as set forth by Robert Morris University.

II. Facilities and Operations

I understand that RAs play an important role in the management and operation of the residence halls and that my RA responsibilities include:

- A. Educating residents about maintenance and custodial roles and resident responsibilities.
- B. Educating residents about safety and security issues.
- C. Educating residents on proper use and function of keys and card access systems.
- D. Reporting emergency situations and enacting emergency procedures when necessary.
- E. Supporting Facilities Management and Housekeeping staff efforts to provide safe, secure, sanitary, and attractive facilities.
- F. Assisting in the effort to control damage and theft, posting damage notices, investigating complaints, etc.

- G. Assisting in the administrative check in and check out of residents, room selection, and hall/room changes in a timely manner.
- H. Ensuring accurate and thorough Room/Apartment Condition Reports are completed.
- I. Reporting facility concerns through the Operations Center or emergency call procedures as appropriate.
- J. Completing room inspections as directed by the Area Coordinator.
- K. Modeling concern for the environment by respecting property, picking up trash, reporting hall issues, and actively supporting university recycling efforts.

III. GPA/Credits

I understand that I must maintain full time student status at Robert Morris University and be progressing toward graduation to maintain RA eligibility (12 undergraduate credit hours per semester). I am not to exceed 18 credit hours per semester without the permission of my Area Coordinator. I also understand that I must maintain at least a 2.5 minimum cumulative GPA, and if I continue from one semester to the next, I must have successfully completed a minimum of (9) units the previous semester with a semester GPA of at least a 2.00 (for my position, satisfactory completion in the case of a course taken for undergraduate credit requires the earning of A, B, C, D, or P).

If I fall below the minimum GPA (either semester or cumulative) during a semester, I may be granted one semester of probation at the discretion of the Director of Residence Life. I understand I will only be granted one semester of probation during my tenure as an RA, and if I fail to meet minimum GPA requirements after having received probation, I will end my position as an RA immediately. I will not be eligible to reappointment if my cumulative GPA is not at least 2.5 at the end of spring semester (or the end of first summer session). If for some reason I need to drop below full-time status, I must request an exemption in writing to the Director of Residence Life.

IV. Training

I will fully participate in all staff training and development activities including fall training, January training, on-going training, departmental in-service requirements, hall staff development activities, seminars, and staff retreats. I will return to Robert Morris University fall semester training on **Monday, August 15, 2011 by Noon**, and for January spring semester training on **Wednesday, January 4, 2012 by 5:00 p.m.** I understand that being absent from staff training will result in employment termination.

If I anticipate I may not be able to make any portion of fall or January training, I will submit a written request for an exception to the Director of Residence Life. I understand that consideration will be given to written requests submitted no later than May 2, 2011 for fall training, and no later than December 17, 2011 for January training.

V. Outside Commitments/Work

I will obtain permission/discuss all extracurricular, excessive course load (over 18 credits), volunteer, or employment commitments with my Area Coordinator prior to assuming so as to ensure they will not conflict with residence hall commitments and my ability to prioritize RA responsibilities.

VI. Personal Conflicts of Interest

I agree that in all instances, prior to engaging in a romantic/dating relationship with another staff member within the department or with a student/resident, that I will consult with my supervisor immediately in order to clearly determine if any potential conflict exists. I understand that a failure to report relationships to a supervisor may result in termination.

VII. Duty

I understand that duty responsibilities rotate among staff according to hall needs. Weekday (Monday – Thursday) Duty begins at 5:00 p.m. each evening and continues until 7:00 a.m. Weekend (Friday – Sunday) Duty begins Friday at 5:00p.m. and continues until 7:00 a.m. Monday morning. RAs on duty are to be available in the hall and accessible in the hall with the room door generally open throughout that time period, both physically on campus in their assigned location, and via telephone (room telephone or cellular telephone). Duty rounds are required and serve to assess and respond to community safety, security, and behavioral concerns. Rounds are also important for staff visibility and interaction.

VIII. Holidays/Breaks/Closings

I understand that I share responsibility for staff coverage during holiday/break periods when residence halls are open (e.g. Thanksgiving, Spring Break, Christmas, etc.). I understand that I may not leave the hall before **Sunday, December 18, 2011 at 5:00 p.m.** or **Monday, May 7, 2012 at 5:00 p.m.** and until all my closing responsibilities are complete and I am excused by my Area Coordinator.

I will clear all vacation/travel plans in advance and prior to making any reservations with my Area Coordinator. If I depart from the residence hall prior to completion of my duties and before being officially released by my Area Coordinator, I understand this may lead to disciplinary action, ineligibility to be reappointed, or may render me ineligible for a future RA position by the Office of Residence Life.

IX. Availability

I understand that availability is a prerequisite to fulfilling the RA position responsibilities. I may only spend a maximum of two weekends away from the hall per month, which must be approved in advance by the Area Coordinator. I am expected to spend all other nights in my assigned room. I will follow all guest policies and not have visitors for extended periods of time as this may interfere with my accessibility to my residents (real or perceived). I will check my Robert Morris University assigned email account daily to ensure appropriate communication with the Office of Residence Life, the student population, and my immediate supervisor. I further understand that I must have a land-line telephone and voice mail/answering machine in my room and will respond to all telephone calls in timely manner.

X. RA Reappointment

I understand that this appointment is for the fall 2011 and spring 2012 semesters, as defined by Robert Morris University, that I must apply for reappointment, and that reappointment is not guaranteed. Reappointment decisions are made by the

Director of the Office of Residence Life in consultation with the Assistant Director and Area Coordinators.

XI. Hall/Room Assignment

I understand that the Office of Residence Life assigns me to a residence hall based on departmental needs and that, in rare cases, reassignment may be necessary. I understand that I will be assigned a rent-free room which I agree to live in as a condition of my position. As the University attempts to provide a residence hall housing for as many students as possible, I will only be allowed single occupancy of a double room after all other students have been accommodated. I understand that space is limited on-campus for all students, especially for returning residents.

XII. Termination

I understand that for unsatisfactory performance or breach of contract/agreement, I may be terminated from my position by the Office of Residence Life and I may be ineligible for future positions in the Department. In the case of appointment termination or resignation, I understand that the Office of Residence Life does not have to provide me housing in the event of resignation or termination. In addition, I will repay to the Office of Residence Life the pro-rated amount of my meal plan that is remaining as of the date of my appointment termination.

If, after accepting this appointment, I elect not to assume my duties or find that I cannot, it is my responsibility to immediately notify the Assistant Director of Residence Life, in writing, that I am resigning from my Resident Assistant position, and attempt to notify the Area Coordinator of the hall to which I was assigned. By resigning from my RA position, I understand that I am also forfeiting a space in the Residence Halls for the 2011-2012 academic year unless there is space available.

I understand this agreement is only valid in conjunction with the signing of a Residence Hall Housing Contract. I understand that this agreement is subject to the availability of funds and may be canceled if funds are not available or of the residence hall(s) or a part thereof is closed. I will receive a copy of this agreement for my records.

XIII. Miscellaneous

- A. The Office of Residence Life will make Resident Assistant placement assignments according to experience, special skills, and departmental goals and objectives. The Director of Residence Life also reserves the right to reassign a Resident Assistant to another living area at any time, if such action is warranted during, or at the termination of the position period.
- B. The Resident Assistant will be evaluated periodically by the Area Coordinator or direct supervisor. The Resident Assistant will also be evaluated by the students of the residence hall. These evaluations will be reviewed by the Office of Residence Life.
- C. The Resident Assistant will ensure that the responsibilities of the position in question be PRIMARY after Robert Morris University academic

courses and practice accurately and punctually all Resident Assistant duties.

- D. The Resident Assistant will participate in Residence Hall Fire Drills as scheduled.
- E. The Resident Assistant will check the RA mailbox in the Office of Residence Life daily when the Office is open.
- F. The Resident Assistant is responsible to observe the **Resident Assistant Position Description** at all times (See attached document beginning on Page #8).
- G. I understand that I am to perform other duties as deemed appropriate by the Director of the Office of Residence Life.

ACCEPTED AND AGREED TO:

Please Print

Last Name First Name Middle Initial Student ID Number

Permanent Mailing Address City State Zip Code

Cellular Telephone Number _____

Class Standing Spring 2011: So. Jr. Sr. Grad

Email Address _____

Signature _____ Date _____

OFFICE OF RESIDENCE LIFE USE ONLY:

Appointment Approved _____ Date _____

Resident Assistant Position Description

Under the direct supervision of his/her Area Coordinator, the Office of Residence Life Resident Assistant staff member is responsible for assisting in the implementation of the Residence Life/Student Development program in his/her residence hall. Resident Assistants (RAs) project a sense of caring and concern for each member of the living and learning community and assist in the enforcement of all university and community code of conduct standards. The RA puts in the time and effort needed to create a positive sense of community in his/her assigned residence hall. Resident Assistants participate in identifying unique individual, hall/suite, apartment, and building needs, and continually make concerted efforts to address and meet these needs.

Office of Residence Life

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Minimum Qualifications

- A) Enrolled and remain registered as a full-time student (at least 12 credits per semester) at Robert Morris University for the entire period of the position.
- B) Maintain at least a 2.5 cumulative QPA.
- C) Ability to lead by example and influence: be a positive Role Model.
- D) Interest in people on an individual basis; demonstrated attempt to be familiar and aware of the needs & rights of others within the living and learning community.
- E) Interest in group/community living and in promoting the positive aspects of community living in an academic setting.
- F) Demonstrated commitment to the Residence Life team, student growth and learning outside of the classroom.
- G) Effective leadership skills.
- H) Good verbal and written communication skills.
- I) Positive sense of self awareness.
- J) Self-discipline.
- K) Successfully complete a background screening.
- L) Ability to maintain confidentiality.
- M) Agree to and abide by the University's Policy of Ethical Practice.
- N) Ability to be available in the Residence Halls as required.
- O) Knowledge of rules and regulations of RMU which govern students of the University.

1. Community Development

- a. Develop and maintain an atmosphere in the residence halls which fosters respect for individual rights and promotes community development.
- b. Promote, develop, and maintain the concept and practice of individual and community responsibility among the residence hall population and their guests.
- c. Promote and maintain a residence hall environment which meets the physical and psychological safety and comfort needs of all residents.
- d. Take steps to ensure correction of problems which threaten to violate a safe and secure residence hall community atmosphere conducive to learning.
- e. Communicate residence hall policies clearly to students on a regular basis and serve as a communication link between students and the Office of Residence Life.

2. Leadership Development

- a. Attend leadership conference activities as requested.
- b. Actively promote and encourage involvement in the Residence Hall Association.

- c. Strongly promote and encourage resident student participation in recognized University and community organizations and leadership roles therein.
- d. Promote and encourage resident student participation in leadership opportunities and conferences and be available to assist students with such roles.

3. Program Development

- a. Plan, provide and evaluate diversified and active programming in his/her residence hall and university wide community, using the Office of Residence Life approved Programming model based on the values and mission of Robert Morris University.
- b. Promote, encourage, and develop a living/learning environment which involves faculty participation in residence hall life.
- c. Fulfill all current Resident Assistant programming expectations and requirements.
- d. Support all Office of Residence Life programs and other community events as directed.

4. Counseling

- a. Provide personal counseling to students as needed and when appropriate. Assist your Area Coordinator in helping residents to obtain assistance from other counseling or service agencies on campus and/or in the community, and in making appropriate referrals.
- b. Provide and receive consultation to/from other staff members on counseling related issues when appropriate in accordance with current University policies.
- c. Respond immediately and directly to crisis situations taking appropriate action according to current University policies. Follow the directions of professional staff members. Appropriately report all pertinent information immediately.
- d. Notify your Area Coordinator of all counseling contacts.

5. Discipline

- a. Appropriately confront, resolve, document, and report all situations, incidents, and actions which are in violation of Federal, Pennsylvania State, and/or Local law and/or University policies and procedures.
- b. Maintain confidentiality as appropriate with regard to student disciplinary matters.

6. Administration

- a. Maintain written and verbal communication with your assigned Area Coordinator and the Office of Residence Life.
- b. Complete incident reports, weekly safety reports, programming reports and other paper work as required and needed.
- c. Provide several hours of student development/interaction time in your residence hall living/learning community each week.
- d. Provide on call duty coverage in accordance with Office of Residence Life Duty Policies and Procedures and as needed in order to address and resolve problems, student room lock-outs, and to provide general coverage to the residence halls and to take appropriate measures as needed.
- e. Participate in Residence Hall building fire drills as scheduled.
- f. Provide timely and accurate information about problems with the area in and around your residence hall(s) regarding physical up-keep and safety to your assigned Area Coordinator.

- g. Provide timely and accurate written and verbal information about students, staff members, office matters, University issues or other matters that need to be communicated to your Area Coordinator or the Office of Residence Life.

7. Additional Duties

- a. Assist in the coordination and implementation of opening and closing of the residence halls at vacation/holiday breaks and at the fall and spring semesters.
- b. Each RA needs to be in contact with their assigned Area Coordinator, Mondays – Fridays, to personally communicate and receive necessary information.
- c. Attend and participate in all RA Pre-Service training sessions, RA In-Service educational sessions, Area Staff Meetings, and additional meetings, functions, activities, etc. as necessary and required.
- d. Attend individual supervisory meetings with your Area Coordinator as scheduled.
- e. Perform related duties as assigned by the Area Coordinator and Director of Residence Life.

8. General Responsibilities and Guidelines

- a. Help students whenever possible and provide follow through with the student(s) with whom you have assisted to ensure that an appropriate resolution to issues has been achieved.
- b. Sleep or be in your assigned Residence Hall Monday–Friday from at least 12:00 AM - 7:00 AM and be accessible as needed including Duty periods that may include holiday time periods.
- c. Inform and receive approval from your assigned Area Coordinator before leaving Campus for a weekend.
- d. Adhere to all applicable University policies. Follow all applicable policies and procedures for Office of Residence Life para-professional staff members.

9. Joint Position Assignment

- a. Provide additional support with responsibilities as assigned by the Office of Residence Life which could include the following: RHA Advisement, Peer-Education Leadership and group work, Fraternity and/or Sorority Community Advisement, Programming Committee Assignment.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Revised 10/10