



Resident Assistant Contract

Mission Statement:

The mission of The Office of Residential Life is to create a safe, supportive, inclusive and engaged living-learning community that enhances students' personal and academic success. Through collaboration with all members of the University of New Haven, we promote leadership and personal development by providing opportunities for students to create and implement a vision for their community and future.

Vision Statement:

The Office of Residential Life will support the mission of the University of New Haven through a quality program that provides educationally purposeful programming, initiatives and leadership opportunities that promote student growth, independence and persistence at the University.

To Fulfill The Office of Residential Life Mission We Will:

- Support the University's mission and values; and challenge students to apply these ideals to their own lives.
- Promote academic success and personal development through partnerships with students to create a comfortable and supportive living environment.
- Nurture a cohesive and respectful residential community where all members will strive to engage in open and honest dialogue.
- Assist and support students in their transition to a more independent and self-directed living environment through our intentional programming and publication efforts.

Philosophical Objective:

The Office of Residential Life emphasizes that the experiences of living in a college residence hall provides every individual the opportunity to live closely with many other students of diverse backgrounds, cultures, abilities, beliefs, and sexual identities. The individual student can broaden his/her awareness of both others and self as they gain valuable insight through learning to function as a member of our university community. In the Resident Assistant position, students can learn, grow, share and reflect on their own personal experiences; while assisting students in their community to do the same.

Qualifications:

- Selection of persons for the Resident Assistant positions are based on the leadership experience, recommendations, interviews, and the candidate's concern for, and sensitivity to, the welfare of the UNH students.
- Resident Assistants must be in good academic and conduct standing with the University.
- A cumulative GPA of a 2.5 is required to apply for the position. Once hired, a GPA under 2.5 will result in the Resident Assistant being placed on probationary status. The Resident Assistant will have one academic semester to bring his/her cum GPA to the minimum 2.5 standard to maintain his/her appointment as a Resident Assistant.
- Applicants for the Resident Assistant position must be enrolled in the University as a full-time undergraduate student making "satisfactory progress" (as outlined in the Undergraduate Catalog) and continue to meet these criteria during their term as a Resident Assistant.
- Resident Assistants must give the job precedence over all other extracurricular activities and work (no more than 15 hours per week unless you speak directly to your approval for approval to work up to 20 hours max).

Appointment:

The term of employment will be the 2014-2015 academic year at the University of New Haven. Specific dates will be provided depending on training.

A Resident Assistant is expected to make a commitment to the position for a full academic year. Contract renewal is contingent on satisfactory performance, academic standing, disciplinary status, and evaluations. A Resident Assistant may be terminated at any time due to unsatisfactory job performance, failure to uphold the Student Code of Conduct or the Resident Assistant Code of Conduct.

Should a Resident Assistant leave or be removed from the position, he/she is expected to vacate the room/apartment 48 hours after removal unless otherwise instructed. If he/she remains in University housing, he/she will be expected to move to a new residence hall. He/she will be held responsible for housing and meal plan balance on a pro-rated basis. A Resident Assistant will return their supply box and all durable goods, their staff polo and nametag when he/she returns his/her keys to supervisor. It is expected that a Resident Assistant's Dining Dollars spending will reflect an appropriate dollar amount within the limits of what has been earned per week. If a Resident Assistant is documented for a Student Code of Conduct violation, he/she will be held responsible on both the professional and student conduct level.

Administrative:

- Assist and be responsible to the Resident Directors and the professional staff.
- Attend weekly staff meetings, one-on-ones with the Area Coordinator/Resident Director and mandatory monthly in-services as they are scheduled.
- Conduct regular floor meetings with residents to share information and promote community.
- Furnish information pertinent to the records of individual students with the Office of Residential Life (i.e. room changes, withdrawals, etc.).
- Maintain accurate and up-to-date reports of student damages, Health and Safety Checks, room inspection forms, etc., as requested by the staff.
- Help with the Housing Selection Process (including but not limited to the development and implementation of an educational program to market the process).
- Be responsible for the use and return of master key of the building. Lost master keys will result in immediate termination and payment to replace the necessary locks/keys.
- Assist in all assignments associated with the opening and closing of the buildings.
- Complete all paperwork in a timely, organized, thorough and accurate fashion.
- Participate in the programming and office liaison program as directed.

Community Building:

- Ensure that healthy and safe student living conditions are maintained (i.e. noise, maintenance, etc).
- Advise and counsel students within the limits of your training and capability on academic and social issues. Refer students when necessary to other areas on campus such as Health Services, Counseling Services, etc.
- Develop and implement recreational, social and cultural programming in his/her living area in keeping with the "Explorations" Model. Each Resident Assistant is responsible for planning, implementing and evaluating *at least* two programs per month in his/her living area (one community development program and one educational program). Additional programs are encouraged (Note: LLC RAs will have additional LLC program requirements as outlined in their job description).
- Assist the Area Coordinator/Resident Director in the development of the Residence Hall Council through active participation and attendance at all meetings.
- Support in the orientation of new students including but not limited to Welcome Week, etc.
- Maintain floor bulletin boards by changing/updating monthly, to post and distribute information to residents, to keep them informed of up-coming events and other announcements. Resident Assistants should check their ORL mailbox at least once a day (if not twice a day if his/her schedule permits).
- Create and post "door decs" four times a year as outlined by the ORL calendar.
- Provide at least four open-door hours weekly (split in two-two hours shifts per supervisor approval).
- Follow up with residents who have been documented within 24 hours of the documentation.
- Assisting with Family Day activities.
- Participating in the Six Week Challenge/Student Success Plan and the Knock and Talk programs.

Safety/Security/Discipline:

- Serve as the University's representative and role model in the residence halls and across campus.
- Serve on duty as the primary contact in case of incidents.
- Supervise and monitor student behavior in the residence halls in accordance with the University policies and procedures.
- Document violations of the Student Handbook.
- Document Red Flag students and follow up as directed.
- Cooperate with the Campus Police Department, local fires departments and police departments and other contracted Security to ensure proper safety within the residence halls.
- Assist with all fire drills and documentations as instructed.
- Schedule night and weekend duty within your own residence areas as outlined by the staff. This includes desk duty and following the sign-in procedure for all residents entering the building.
- Attend mandatory duty included but not limited to Homecoming, Spring Weekend, and the first weekend of each semester.

Training:

- Attend the concentrated session in August.
- Attend the mandatory in-services conducted on a regular basis throughout the year for the Residential Life team. You will have one excused absence to use at your discretion (per pre-approval from your RD). Absences will ONLY be excused per approval of your RD and provided you give 48 hours notice. Emergencies will be handled on a case by case basis.
- Participate in the winter training conducted prior to the beginning of the January term.

Evaluation:

All staff are evaluated during each semester. During these evaluations, the supervisor will highlight areas of positive performance as well as those areas which need improvement or modification. The evaluation process a 360 degree process.

Discipline:

Discipline is assessed using a point system. Depending on the circumstance, a Resident Assistant is adjudicated based on the consequences of his/her actions.

Benefits:

Resident Assistants receive many benefits that are both tangible and intangible. The intangible include a staff training and development program, leadership experience, a chance to establish and make new contacts and friends, working as a team member, and helping others. The tangible benefits include free room and board, a single bedroom.

It is up to the discretion of the Office of Residential Life at the University of New Haven to terminate an employee at any time. This document may be changed or updated at any time to better meet the needs of he students and student staff.

Last updated 7/16/14

I have read and full understand the job expectations and requirements outlined in this document. I also acknowledge that this is subject to change or revision at any time. I also acknowledge I will be responsible for other duties that may not be specifically outlined in this contract, but relate to my Resident Assistant job.

Print Name:_____

Date:_____

Signature:_____

Date:_____