

Section 1- The Office of Residence Services

Dear Resident Assistants,

We are grateful for your willingness to accept your calling to serve your peers at Wright State University in this very unique role. We are certain that you will find what countless RAs throughout history (including Adam Sandler, Paul Reiser, Jerry O'Connell, Wesley Snipes, Katie Couric, Betrice Berry, Mike Ditka, Rusty Greer, Chyna, John Nabor, Sheryl Crow, Donna Shalala, Hilary Rhodam Clinton, David Boren, Jack Curry and Joe Patane) have found to be true: you will meet and develop close relationships with more residents in one academic term that most students meet in their entire collegiate career. Many residents have shared that the single most influential person in their experience was their RA. It was their RA that introduced them to the friends they spend the most time with, helped them understand how to live and work with diverse individuals, and showed them how to find a major, a club, or a future for which they could have passion.

You were specifically chosen to fill a distinctive role on your staff to complete your staff team. It was our hope that as we carefully selected your team, the students in your community will be able to find someone on your staff with whom they can identify. Together you will work to develop a sense of community and belonging on your floor, in your building, throughout your community and across the entire campus. You will likely find that your staff team begins to feel like a second family as you share triumphs at your successes as a student and an RA or you seek support from one another when something hits you too personally. The people you work with this year will be friends for a lifetime!

As you work with your residents and your staff team, you will discover a whole new side of yourself and how you connect with the larger purpose of the Office of Residence Services, Wright State University, and the World. You will define your values, leadership capabilities, and your work ethic. You will strive to connect individuals with their greater purpose and will attempt to reduce oppression and raise awareness about important community and societal issues which will help your students be better citizens in the years to come. When you graduate, you will find that employers immediately know what they can expect from you when you say the simple phrase, "I was an RA," because they know this experience has given you more tools than they could ever wish to supply you.

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Luckily, you won't be embarking on this expedition alone. In fact, many times, your role will be simply to be a "Referral Agent"; we want you to connect the residents you serve with someone else on our staff or on campus. A Community Director will be on-call 24 hours a day to answer any questions that this manual does not address or to take care of the big issues in partnership with you.

So, as you begin your journey, ask yourself how you can help us accomplish the goals our department has set out for this year, and use this manual as your road map. We have provided you a sampling of expectations, policies, procedures, and resources to help you understand your role and to be successful on this voyage. We leave the rest up to you. What legacy will you leave? We look forward to discovering that answer with you by the end of the year; please stop in and see both of us (or invite us to a program) and keep us updated along the way!

Sincerely,

Daniel A. Schraeder & Vivek Arunkumar

Mission Statements

Wright State University

Wright State University will be a catalyst for educational excellence in the Miami Valley, meeting the need for an educated citizenry dedicated to lifelong learning and service. To those ends, as a metropolitan university, Wright State will provide: access to scholarship and learning; economic and technological development; leadership in health, education, and human services; cultural enhancement, and international understanding while fostering collegial involvement and responsibility for continuous improvement of education and research.

Office of Residence Services

The Office of Residence Services actively pursues the mission of Wright State University. By effectively utilizing resources, we offer quality student-centered programs, services, and facilities. Through diverse, inclusive, and supportive environments, we intentionally provide opportunities and challenges to foster student growth and learning.

Residence Life Vision Statement

We are committed to our students at differing levels, to their academic success, to their personal development, and to their leadership development. In collaboration with our students and through meaningful assessment and research, we create programs to meet their needs. We build connections between all members of the university community in order to promote a healthy living, learning, and teaching environment for our students. We support and provide oppression reduction initiatives and promote a celebration of all people. We assist in the creation and maintenance of safe, purposeful, comfortable, and clean spaces for the personal and academic growth of our students

OUR HOME

Obligations that Unite Residents: Helping Ourselves Maintain Excellence

As members of Wright State University's residential community, we are mutually obligated to help each other maintain personal and academic excellence. This is achieved and maintained by members of our community embracing honesty, integrity and mutual respect for all people. The success of our community is strengthened when our members purposefully embrace and exhibit the following obligations:

- **Purpose** – individuals intentionally participate in behaviors that promote, and maintain a successful academic living environment
- **Academics** – individuals intentionally participate in behaviors that encourage a community of academic achievement through personal honor, discipline and scholarship
- **Personal Responsibility** – individuals intentionally participate in behaviors that demonstrate honesty and integrity in one's choices, actions, and attitudes
- **Relationships** – individuals intentionally participate in behaviors that foster inclusiveness, mutual respect and civility for all people
- **Safety** – individuals intentionally participate in behaviors that ensure personal security, and preserves the physical property of our community
- **Wellness** – individuals intentionally participate in behaviors that promote emotional well being and healthy life choices

Through the active pursuit of these community obligations we maintain and unify a safe, challenging and academically sound environment in which we are all privileged to live. All members of the residential community are expected, through their daily actions, to uphold these obligations

Assistant Director Position Description

The Assistant Director is a full-time position with responsibility for the daily operation of a co-ed residential community housing approximately 1,200 – 1,700 students. The Assistant Director is responsible for direct and indirect supervision of residence life staff (Community Directors and Resident Assistants), coordination of student leadership groups, and development of comfortable living-learning communities that foster academic success while ensuring implementation of a comprehensive and responsive student-centered educational housing program.

The Assistant Director maintains responsibility for the evaluation and development of various administrative, operational and developmental programs and related components. The Assistant Director will work in conjunction with the Associate Director of Residence Life to ensure that these initiatives are aligned with the departmental goals and the university mission. Through collaboration with faculty, staff and students the department will create seamless living-learning environments that assist students in their academic and personal success.

The Assistant Director position is integral to leadership of the Residence Life program and maintains some assigned areas of collateral responsibility within the Office of Residence Services.

RESPONSIBILITIES

1. *Direct supervision and evaluation of 3-4 professional Community Directors. Provide secondary supervisory support for undergraduate Community Advisors. (20%)
2. *Manage/coordinate operation of a community office including management of the office staff; maintain community administrative records, oversight of community budgets, and facilitation of assignment issues. (10%)
3. *Identify students with leadership ability and advance the use and development of their potential; identify student interests and assess personal, social, and leadership skills; support community councils and their respective activities; and serve as advisor for Residential Organizations. Provide support to the Residential Community Association and all umbrella organizations. Facilitate and participate in leadership development training programs/workshops designed to enhance student leadership skills. (15%)
4. *Develop a community atmosphere utilizing creative educational & developmental programming initiatives that include student-oriented educational, social, recreational, cultural, and service to the community components. Implement and facilitate an educational plan that actively engage residents and is designed to enhance student academic success. Coordinate the annual Tunnel of Oppression and other Residence Services events. (15%)
5. *Administer and enforce university policies and procedures. Fulfill responsibilities in the university's educational discipline process; serve as conduct officer. Serve as a mediator of residential issues and concerns and facilitate resolution of interpersonal conflicts. Assist with development and facilitation of residential mediation services training for staff. Serve as a resource for students; provide personal consultation and/or counseling referrals for residential students. (5%)

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6. *Serve as co-instructor for EDL 410 Programs in Residence Life (Fall Quarter Resident Assistant Class) and EDL 411 Privilege & Oppression in America (Spring Quarter). Support the university initiatives regarding First Year students. (5%)
7. *Participate equally in the 24-hour campus-wide, secondary on-duty rotation providing emergency support services. (5%)
8. *Assist central office staff with assigned projects including, but not limited to: facility management and enhancement projects; coordination and implementation of assessment initiatives; room selection lottery; development of living-learning communities; scholarship fundraisers; and development of departmental resources. Maintain availability on all opening and closing weekends, as well as final exam weeks, for the fall, winter, spring and summer quarters and assist with resident check-in/out processes as requested. Promote WSU public relations and demonstrate strong customer service by interacting with students, parents and guests of the university. (10%)
9. *Work in conjunction with the Associate Director for Residence Life to facilitate Residence Life staff meetings, in-service workshops, staff retreats, and training for staff at all levels. Assume a leadership role within those meetings/activities. Attend and participate in all training, departmental staff meetings and committee meetings as requested. (10%)
10. *Serve as a representative of the Office of Residence Services while developing university support and networks across the campus by collaborating and interacting with university colleagues. (5%)

SUPERVISION

The position is directly supervised by the Associate Director for Residence Life.

NON-TRADITIONAL WORKING CONSIDERATIONS

This position requires non-traditional working hours. Evening and weekend hours, along with some holidays, are required to effectively complete the responsibilities associated with this position. Due to the unique nature of this position, in that the staff member works in an environment where students live, it is desirable for staff members to demonstrate a high degree of personal character, as well as an upbeat, energetic “can do” attitude.

REMUNERATION

Annual salary is _____; full university benefits are provided.

RESIDENCY LIMITATIONS

Assistant Directors are required to reside within the Greater Dayton area (15-20 minute drive to the campus – proximity to campus must be approved by the Associate Director for Residence Life). Temporary housing accommodations in campus housing facilities can be arranged if necessary.

QUALIFICATIONS

A Master’s Degree in Educational Leadership, College Student Personnel, Counseling, or related field is required. Significant residence life supervisory experience is also required. Demonstrated commitment to inclusiveness and diversity; excellent organizational and communication skills; understanding of student development concepts; and computer literacy are required. **PREFERRED**

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QUALIFICATIONS: A minimum of one year of post master's degree experience with significant Residence Life experience is preferred.

DATES OF EMPLOYMENT

This is a twelve-month position.

Community Director Position Description

The Community Director (CD) is a full-time, live-in, professional position responsible for the daily operation of a co-ed residential community (apartments or traditional residence halls) housing from 250-450 students. The Community Director will create an administratively efficient, comprehensive and responsive student-centered educational program that positively influences student learning & development while maximizing an enjoyable living experience. Developing interaction between students, administrators, and faculty; encouraging community service opportunities and collaborating with the academic affairs and student affairs units will be primary mechanisms to promote this environment. Out-of-class activities will be directed to achieve optimal integration of academic, cultural, recreational, social and personal development opportunities with the aim to foster behavior patterns known to promote healthy communities.

RESPONSIBILITIES

1. *Direct supervision of 7 to 12 paraprofessional Resident Assistants. Participate in and assist with paraprofessional, graduate, and professional staff training and hiring. Supervise, train and evaluate office staff for the Community Office. (15%)
2. *Serve as the facilitator of assigned residence life committees/projects; serve as liaison to academic programs that collaborate with your community; interact with university colleagues and the Faculty-in-Residence; and assist with the development of quality student oriented living-learning communities. (5%)
3. *Identify students with leadership ability and encourage their involvement in residential community organizations. Participate in leadership training and retreats as required. Attend weekly meetings while serving as the primary advisor to a residential student organization, primarily the Community Council. Monitor organizational funds. Serve in other advising capacities as requested. (10%)
4. *Coordinate student development programming for area of responsibility. Emphasis is on academic success, personal development, diversity/oppression reduction, creating a quality living environment, leadership development, and service to the community. Oversight of Resident Assistant, and Community budgets. Serve as co-instructor for one academic course in University College (UVC 101), and/or Educational Leadership as requested. (10%)
5. *Manage/coordinate operation of community office. Execute and maintain all record keeping functions as outlined by the Office of Residence Services including but not limited to: student billing, assignment changes, financial transactions, conduct/discipline, fire, health and safety inspections, residence life reports, maintenance records, and postal services. Collaborate with others to ensure that the residential facilities are safe, secure, well maintained and are administratively supervised in a timely, effective and efficient manner. (10%)
6. *Other operating responsibilities include: utilizing computer equipment including Microsoft Excel, Microsoft Word, PowerPoint, e-mail, the Residential Management System (RMS) and other applications; approving, implementing and/or facilitating assignment changes and consolidation process as outlined by the Office of Residence Services; assisting with room selection lottery; developing and maintaining a strong working relationship with community

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custodial and maintenance staff; and assisting with facility management and enhancement projects. (10%)

7. *Maintain availability on all opening and closing weekends, as well as final exam weeks, for the fall, winter, spring & summer quarters and assist central office staff with coordination and implementation of the resident check-in and check-out processes. Enhance university public relations by representing the Office of Residence Services and WSU by interacting with and responding promptly to students, parents, and guests of the university. (5%)
8. *Attend, participate in, and provide support to all training, in-services, staff retreats, departmental staff meetings, Residence Life meetings, and/or university committees as requested. (5%)
9. *Intervene in, mediate, and monitor roommate conflicts. Serve as a resource and provide personal counseling/advisement for residents and/or referral service as appropriate. (10%)
10. *Participate equally in the 24-hour campus wide primary on-duty rotation providing emergency response services. (5%)
11. *Serve as a conduct officer within the university judicial process. (10%)
12. Other duties and additional Residence Life projects as assigned. (5%)

SUMMER RESPONSIBILITIES

*During summer months, the Community Director will be assigned summer employment responsibilities. Summer assignments may include, but are not limited to:

- A. Summer Housing Community Director
- B. Summer Conference Management
- C. Summer Orientation Housing
- D. Residence Services Central Office Responsibilities
- E. Residence Services Special Projects

QUALIFICATIONS

Master's degree preferred. Bachelor's degree along with residence life and leadership experience required.

MISC.

A demonstrated commitment to inclusiveness & diversity; excellent organizational and communication skills; high degree of personal character, understanding of student development; computer literacy; and an upbeat, energetic "can-do" attitude are desirable characteristics for individuals wanting to achieve success in this position. A commitment to long-term employment in the housing and Student Affairs profession is considered important.

SUPERVISION

The Community Director position falls within the Associate Director for Residence Life's departmental area of responsibility and is directly supervised by a Assistant Director.

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NON-TRADITIONAL WORKING HOURS

This position requires non-traditional working hours. Evening and weekend hours, along with some holidays, are required to effectively complete the responsibilities associated with this position.

REMUNERATION

Annual salary is \$_____; full university benefits, a furnished on-campus apartment; local phone service; cable TV & high speed internet access, as well as professional development funds. This is a live-in position. AA/EOE

DATES OF EMPLOYMENT

Position is anticipated to begin _____. This is a twelve-month position.

APPLICATION PROCESS:

To be consider for the position, all applicants must submit their application documents via the Wright State University Online Employment System; <https://jobs.wright.edu>.

Senior Resident Assistant Position Description

The Senior Resident Assistant – Forest Lane is a live-in, residence life position that coordinates co-educational apartment housing in a community with predominantly traditional-aged college students

RESPONSIBILITIES

SUPERVISORY

- A. Supervise four live-in paraprofessional Resident Assistants (RA's)
 - 1. Handle all daily interactions and business involving the RA staff
 - 2. Facilitate a weekly staff meeting (including staff development opportunities) with RA staff
 - 3. Hold individual meetings with each RA
 - 4. Oversee RA committee assignments and special project assignments
 - 5. In conjunction with the Assistant Director, coordinate the RA evaluation process as outlined by the Office of Residence Services
 - 6. Oversee community and staff programmatic efforts including social, educational, cultural and personal development activities.
- B. Supervise, and evaluate student office assistants (RA office hours) in the Community Office
 - 1. Hold training sessions and/or meetings as needed
 - 2. Coordinate work schedule to provide service as needed
 - 3. Responsible for preparation, approval, and accuracy of student payroll
- C. Participate in paraprofessional and professional staff training and hiring processes

ADVISING

- A. Serve as an advisor to the Forest Lane Community Council
 - 1. Provide group development activities for the Forest Lane Community Council
 - 2. Oversee and attend programming efforts implemented by the Forest Lane Community Council
 - 3. Attend weekly executive board and general council meetings
 - 4. In conjunction with the Assistant Director, monitor Community Council & staff budgets
 - 5. Assist with leadership training/retreats as requested
 - 6. Meet with the president of the Forest Lane Community Council weekly

ADMINISTRATIVE

- A. Manage/coordinate operation of community office in addition to other responsibilities and be available to meet with students. The Senior RA will need to maintain 15 scheduled office hours weekly
- B. Assist the Assistant Director with facilitation of assignment changes as outlined by the Office of Residence Services
- C. Coordinate and implement resident check-in and check-out processes in conjunction with ORS facilities staff

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- D. Execute and maintain all record keeping functions as outlined by the Office of Residence Services including but not limited to: student billing, assignment changes, conduct/discipline, programming, condition inventories, fire and safety inspections, quarterly reports, fund requests, maintenance records and postal services
- E. Respond to and provide emergency response services as necessary for the Forest Lane community and campus
- F. Utilize computer equipment including RMS, Microsoft Excel, Microsoft Word, e-mail, and other applications
- G. Attend and participate in training, departmental staff meetings, and staff meetings as requested
- H. Develop and maintain a strong working relationship with community custodial and maintenance staff
- I. Intervene in, mediate and monitor roommate conflicts
- J. Provide personal peer interaction/advisement for residents and make appropriate referrals
- K. Assist Assistant Director with discipline issues within the university judicial process as needed
- L. Other duties and additional Residence Life projects as assigned

SUPERVISION

This position is supervised by the Assistant Director and serves on the Residence Life staff.

COMPENSATION PACKAGE

This position is paid \$_____ per month in addition to the regular RA Flex Pan. The position requires an average of 30 hours per week and is a required live-in position. Residence Services will provide an on-campus housing accommodation, local phone service, cable television, and high-speed internet access.

APPLICATION REQUIREMENTS

Current residence hall/apt. staff employment at Wright State University is required. Applicants must have completed a minimum of one full year of employment as a Resident Assistant at Wright State University. Verbal recommendation from current supervisor is required.

MISC. INFORMATION

Due to the time demands and responsibilities accompanying this position, the individual employed in this position will not be approved for secondary employment.

Resident Assistant Position Description

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At Wright State University, the Resident Assistant (RA) position is an integral position within the Office of Residence Services. Resident Assistant are Residence Life student staff members who have direct and constant, day-to-day resident interaction throughout the year. As paraprofessional staff, RA's engage in a very exciting, rewarding, and challenging experience. Those involved in the Residence Life program will have the opportunity to develop leadership skills and enhance their communication skills while gaining a better understanding of themselves and others.

Qualifications

A minimum cumulative GPA of 2.5 is required at time of application. Individuals selected for the Resident Assistant position must maintain a cumulative GPA of 2.5 through (Resident Assistant candidates for the Honors Hall are required to possess and maintain a minimum 3.0 GPA) the end of the Spring Quarter. Employment will not commence until the first day of the fall training period. In the event that an individual who is selected for the RA position has his or her cumulative GPA drop below the required GPA at the end of the Spring Quarter, that individual will immediately have the offer of employment withdrawn. Individuals will not be allowed to begin a position while on probation. Resident Assistant must be enrolled as full-time students at Wright State University. Individuals should not apply for the position unless they are able to make an employment commitment for the entire 2009-2010 academic year.

Compensation Package

Along with an invaluable and rewarding growth experience, Resident Assistants receive a \$750.00 per quarter taxable Flex Plan; assigned RA room; telecom fees; and a waiver of the required residential activity fee & residence hall board plan. Note: Facilities for partners and/or dependents are not currently available.

Employment Requirements

RESIDENT EDUCATION

- Mediate individual, roommate and floor conflicts.
- Facilitate the Floor (for res. halls) or Unit (for apartments) Standards Process, which includes facilitation of and/or assistance with regular floor/unit meetings, intimate knowledge of the model, mediation, diplomacy, patience, and maturity.
- Facilitate developmental education programming in your floor/apt. community (includes both personal and academic development), in addition to Floor/Unit Standards. This includes: educational workshops and social activities planned with and for residents, as well as philanthropies/community service projects.
- Be supportive of and help promote RCA, NRHH, AARC, and Community Council activities as requested.
- Assist, as requested, with the Tunnel of Oppression and other large scale departmental programming initiatives.
- Create and maintain floor and/or bulletin board decorations (educational, informative and inviting in nature).
- Be familiar with university and community resources and their respective offices. Refer students

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to campus resources.

- Be a Leader. Assume responsibility for residential student leadership development; participate in resident leadership activities; support residential student leadership initiatives and groups.
- Be knowledgeable about and able to educate residents about residence education issues. Education issues may include, but are not limited to: oppression reduction, diversity, community development, alcohol education, health education, career exploration, academic success, personal development, community service, and civic education.
- Assist students in maintaining a community environment that is conducive to study.

HUMAN RELATIONS

- Reside in your assigned RA room and maintain a high degree of availability and accessibility in your community.
- Create an environment that strives to enhance the health, safety, and well-being of residents.
- Provide crisis intervention and be knowledgeable about referral sources.
- Attend, participate in, and encourage resident involvement in community activities & events.
- Maintain regular contact with your Community Director & Assistant Director.
- Work effectively with fellow staff members in a team environment.
- Hold fellow staff members, as well as residents, accountable for group standards of behavior.
- Interact with and develop relationships with residents.
- Be a source of emotional support to residents (but, also set and maintain boundaries; help residents to help themselves) and make appropriate referrals as necessary.
- Be a role model/mentor/source of encouragement and motivation to residents.
- Respond to residential emergency situations and provide assistance as needed.

ADMINISTRATIVE & DUTY

- Serve duty as required by supervisor and ORS - duty includes, but is not limited to: holiday/break duty (one week), rounds, lock-outs, roommate conflict mediation, respond to emergency medical and maintenance issues, assist professional on-duty staff, be aware of and report safety and security issues. RAs are expected to remain in their communities while on-duty.
- Be responsible for general facility well-being and provide assistance with maintenance issues (lock-outs, plunging toilets, wet-vacuum carpets, clean up basic spills & other messes, etc.).
- Turn-in receipts for funds spent and be responsible with procurement card.
- Complete floor/unit reconciliation forms by specified deadlines.
- Mandatory attendance and participation in all required training sessions and educational courses: Fall Staff Training, Winter Renewal, Spring Orientation Workshop, & in-service or Residential Leadership Development Program (RLDP) training. New RAs are required to enroll in the EDL 410/610 academic course during the spring quarter.
- Assist with RA and professional staff recruitment & interview processes as needed.
- Attend and participate in a weekly staff meeting and a weekly supervision meeting.
- Complete Fire/Health/Safety Inspections.
- Facilitate beginning and end of year check-ins and check-outs and complete all related paperwork (registration cards, room condition forms, keys, etc.) by specified deadlines. Assist with mid-year check-in/out process & opening weekend welcome activities.

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- Deliver priority & non-priority resident mail and information (maintenance billing, lottery information, flyers, etc.).
- Post flyers/information and take down old information.
- Distribute and collect assessment tools (surveys, evaluations, feedback cards, etc.).
- Be familiar with and utilize electronic and web based forms.
- Check and respond to voice-mail and e-mail daily.
- Represent the Office of Residence Services to the residential community.
- Serve three office hours in a Community office per week completing paperwork, answering the phone, and processing other tasks assigned by the professional staff or be assigned a 3-hour per week project.
- Be a resident advocate - provide feedback to ORS and/or others regarding resident interests (e.g. academic success, judicial concerns, and housing needs as it pertains to improvement of services); serve as a liaison between residents and the department.
- Understand the structure and responsibilities of the student housing tri-pod (facilities, residence life, and business) and how those units integrate and depend upon each other.
- Remain on campus and be available up to 48 hours after Spring Quarter closing.

POLICY ENFORCEMENT

- Interpret, enforce, confront and document violations of University and ORS Policy (discipline, business, and facilities policies included).
- Document behavioral infractions and complete related judicial conduct paperwork in a timely manner.
- Communicate with individuals regarding inappropriate behavioral issues & community concerns.

General Understanding

The Resident Assistant position requires strong leadership; it is understood that a significant degree of availability in the residential community and a significant time commitment is required for Resident Assistants to be successful with development of their respective communities and effective completion of their position responsibilities. To be successful, a RA must make the position part of his or her lifestyle and have a passion for reaching out and working with fellow students on a daily basis. Individuals who apply for and accept the Resident Assistant position will be expected to utilize effective personal time and stress management techniques while successfully balancing academic studies, job responsibilities and a personal life.

Due to the time demands of the RA position, Resident Assistants who desire to take more than the normal undergraduate 18 credit hour load will need to receive advance approval from the Associate Director for Residence Life. Individuals who desire to take graduate (Master's, Doctorate, and Medical School) classes will need to obtain approval from the Associate Director for Residence Life prior to being employed in the RA position. Individuals who hold paid positions in student organizations (i.e., UAB, Student Government, etc.) may not be employed as a RA if compensation for that position is commiserate with more than 10 hours per week as such a position is considered secondary employment.

Given the important commitment a RA has to make to his or her community, as well as time demands on the Resident Assistant position, Resident Assistants are limited to no more than 10 hours of employment outside of the Office of Residence Services. Secondary employment will be considered on a case-by-case

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basis. Such employment requires advance approval from the immediate supervisor. While supervisors will work with staff members as they juggle a second job, it will be expected that there will be no scheduling, time commitment or job concerns resulting from secondary employment and/or student teaching, internships or extracurricular activities. RA training is required for all staff and RAs. Pre-academic year RA training generally takes place for the entire two weeks prior to fall opening. A follow-up training weekend may also be required.

Resident Assistants will be assigned to a residential community as determined by the Office of Residence Services. Resident Assistants will be expected to remain in good academic and judicial standing with the ORS and University at all times. Resident Assistants are not eligible to hold any elected residential community government position. Upon leaving the RA position (whether by termination or resignation), the RA will not be allowed to reside in the same community in which s/he was employed. Individuals who quit or get terminated from their positions prior to the end of the employment contract may be subject to a \$150.00 separation fee and/or reimbursement for prorated flex plan dollars. The term of the RA contract is for one academic year only and reinstatement for the following year is not automatic.

The Resident Assistants position offers an attractive array of non-monetary benefits such as enhanced leadership skills, opportunities to grow and develop personally and professionally, transferable job experience, ability to communicate with a very diverse array of individuals, opportunities to challenge yourself and try new ideas in a supportive and non-threatening community, lifelong friendships that form as a result of the job, in-depth in-service and skills training, and opportunities to attend student leadership conferences, as well as have a lot of fun. However, the job is not for everyone. It is important that candidates, prior to applying for the position, reflect upon their own capabilities and motivations for applying. You should not do this job for financial compensation; if you truly want to be successful you must have a strong passion and desire in your heart to serve the needs of your fellow students. This is one of the best jobs you can have as an undergraduate student but it has to be the right job for you!

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