

RESIDENT ASSISTANT EMPLOYMENT AGREEMENT 2019-2020

General Description of Position

At Stonehill College, Resident Assistants serve as paraprofessional staff in all residence areas. They create, in our residence halls, a safe and secure living-learning environment that supports the academic mission of the college. Under the supervision of the professional Residence Life staff, the RAs will fulfill all requirements and expectations outlined in this document.

Terms and Conditions of Resident Assistant Employment:

1. The appointment to the Resident Assistant position shall extend from August 12, 2019 through May 9, 2020. The Director of Residence Life or his or her designee may modify, suspend, or terminate this employment at will. The Resident Assistant must participate in a rehire process in order to return for subsequent academic years.
2. Resident Assistants must be matriculated, full-time undergraduate students at Stonehill College, having completed two consecutive full-time semesters at the institution. Resident Assistants must be in good academic standing, maintaining a minimum semester and cumulative GPA of 2.5. All course loads in excess of 18 credits must be approved by the Director of Residence Life or his or her designee.
3. The Resident Assistant position shall be the highest nonacademic priority. Any on or off campus employment or major activities must be approved by the Assistant Director of Residence Life and the immediate supervisor. It is understood that any approval of additional employment or participation in major activities does not excuse participation and fulfillment of the responsibilities associated with the Resident Assistant position.
4. Resident Assistants shall assist with opening and closing of residence areas each semester, which requires RAs to come to campus before residence areas open and remain in their area until the completion of official closing procedures of the residence halls. Resident Assistants may not leave the residence area before being dismissed by the Residence Life staff during closings and must return to campus by noon on the day halls open after Thanksgiving Break, Spring Break, and Easter Break. Travel plans should be discussed with and approved by the RA's immediate supervisor before booking. During exam weeks, RAs are expected to be available to assist with checking out residents and therefore may not leave campus overnight without seeking approval from their supervisor.
5. Resident Assistants shall attend all trainings, as well as regular staff meetings and individual meetings with their Head Resident Assistant and supervisor. Resident Assistant training for the 2019-2020 academic year is scheduled for August 12, 2019 through August 27, 2019 and three (3) days before the opening of the residence halls in January. Resident Assistants must attend weekly staff meetings. Resident Assistants must keep Monday evenings available for area staff meetings and full staff meetings. Therefore, Resident Assistants must not schedule activities, other employment, or non-required major classes between 6-8pm. Courses that are scheduled on Mondays between 6-8pm must be approved by the Resident Assistant's supervisor and Assistant Director of Residence Life.
6. Resident Assistants will be trained in College policies and procedures. RAs shall utilize their training to appropriately and effectively implement protocol and enforce policy. Timely communication with professional staff members is expected.
7. Resident Assistants shall maintain a visible presence in their residence areas at times other than designated "on duty" nights.

8. Resident Assistants are required to live in the residence assigned to them.
9. Resident Assistants shall remain in their assigned residence for the duration of employment and will be responsible for sharing duty coverage with their area staff. The RA shall share duty coverage with other members of their area staff during Thanksgiving Break, Easter Break, and Spring Break.
10. Resident Assistants shall assist with recruitment and selection of Resident Assistants for future semesters under the direction of the Assistant Director of Residence Life.
11. Resident Assistants shall assist with housing selection under the direction of the Associate Director of Residence Life.
12. Resident Assistants shall fulfill all aspects outlined in the "Resident Assistant Job Description" and meet the expectations outlined in the "Resident Assistant Expectations" document.
13. Any staff member who requires accommodations in regards to their housing placement or job responsibilities is encouraged to complete a request for accommodations through the Office of Accessibility Resources.
14. Resident Assistants shall respect and recognize proper use of master keys. Master keys should never be lent to a student for any reason. Loss of a master key jeopardizes the safety of students and results in high financial cost. If a key is lost, it must be reported immediately to the Office of Residence Life or the RD on call.
15. Resident Assistants shall be in good standing in regards to Community Standards. Resident Assistants shall not violate College policies and are expected to role model appropriate behaviors at all times. This includes, but is not limited to, the use of alcohol.
16. Failure to complete the term of employment or a breach of any term of employment shall result in one or a combination of the following: termination of employment, immediate relocation of housing, probationary periods, loss of payment for days missed, additional administrative tasks, or letters of warning.
17. Should a Resident Assistant resign from the position, they will be given an alternate room assignment and this relocation will occur at the discretion of the Director of Residence Life. The Resident Assistant will be responsible for the prorated cost of room and board for the remainder of the semester.

Expectations of Resident Assistant Employment:

- I will be available and accessible to residents. I will spend adequate time in my community and will regularly interact with my residents.
- I will assist residents with personal, academic, social, cultural and emotional concerns. I will ensure privacy, but will report concerns in accordance with College and Residence Life protocols.
- I will refer residents to appropriate resources.
- I will know by name all of the residents assigned to me by the end of the first month of the semester.
- I will ensure that residents understand my role as an RA.
- I will make students aware of my responsibility as it relates to enforcing policies.
- I will enforce policy in a consistent and appropriate manner.
- I will share duty coverage responsibilities with my area staff throughout the fall and spring semesters.

- I will maintain a positive working relationship with my supervisor and the professional Residence Life staff. I will keep my supervisor informed of relevant issues.
- I will accept and provide feedback in a professional manner.
- I will not participate in gossip and will not participate in dialogue that could be interpreted as negative or demeaning towards another person. I will be mindful of the way that I speak about the Office of Residence Life and Stonehill College. This includes, but is not limited to, verbal, email, text message, or social media communication.
- I will communicate directly with other staff members in the event of interpersonal conflict. I will work collaboratively with my supervisor in resolving issues as needed.
- I will not participate in behaviors that may be perceived to be undermining the staff dynamic.
- I will keep my residents informed of campus or area events.
- I will conduct floor meetings at the request of the Office of Residence Life.
- I will complete all administrative tasks assigned to me in the appropriate amount of time.
- I will utilize my Stonehill College email account for official communication.
- I will plan and implement programs in accordance with the Office of Residence Life programming model.
- I will complete bulletin boards and door tags in accordance with the Office of Residence Life programming model.
- I will support and attend programs planned by other staff members and the building Hall Council.
- I will not misuse keys, rosters, or information that I am privy to as a result of my role as a RA.
- I will not communicate with media about incidents that occur on the Stonehill College campus.
- I will refer to the Resident Assistant Manual if I need information about my role as an RA. I will utilize my supervisor as a resource.
- I will follow additional expectations asked of me by my supervisor.

Compensation

The Office of Residence Life, in the form of a grant, will cover room and board for the fall and spring semesters for the duration of employment of the Resident Assistant.

By signing below, I am accepting the Resident Assistant position. I understand and agree to the terms and expectations of the employment.

Print Name

Sign Name

Date