ELON UNIVERSITY
Resident Assistant

DOCUMENT: Work Agreement
DEPARTMENT: Residence Life
REPORTS TO: Assistant Director/Resident Director of Residence Life

JOB ELIGIBILITY

- General
  - Maintain the RA position as the primary responsibility outside of academic pursuits;
  - Maintain full-time student status of 12-18 credit hours per semester;
  - Live on-campus and serve in position for Fall, Winter and Spring semesters unless there is prior approval by the supervisor.
  - Other outside employment and leadership position commitments must be discussed and approved by the supervisor.
  - Outside employment and extra-curricular activities must not exceed 12 hours per week. Exceptions must be approved by your supervisor.
  - Sign and adhere to the Residence Life Student Staff Alcohol Agreement

- Academics
  - Maintain a 2.5 minimum semester Grade Point Average and a 2.5 minimum cumulative Grade Point Average.
  - If the semester Grade Point Average falls below a 2.5 and the cumulative Grade Point Average stays above a 2.5 then the staff member will be required to complete an academic action plan with his/her supervisor and will be placed on probationary status.
  - If the cumulative Grade Point Average falls below a 2.5 then the staff member will not be allowed to be on staff.
  - Students hired with a GPA below 3.0 will be required to complete an academic action plan with his/her supervisor and will be placed on probationary status.

COMMUNITY RESPONSIBILITIES

- General
  - Take primary responsibility for developing an active, inclusive, and cohesive residential community.
  - Serve as a role model, abide by all federal, state, and institutional laws/policies, and support the mission of Elon University.
  - Interact with all residents in one’s community – know names and something about each resident, be involved in activities of the community, and be available/approachable. Maintain presence within the building community. Be acquainted and informed about residents and situations within one’s community.
  - Implement the Residence Life One Community World community building/programming philosophy through completion of community building and programming requirements as assigned by the supervisor.
  - Create/provide approved door decorations and updated bulletin boards prior to the residence hall opening of each semester (Fall and Spring). Update bulletin boards as assigned by the supervisor.
  - Serve as a peer mentor for residents – listen to concerns, refer to appropriate resources on campus, mediate conflicts when necessary, encourage residents to confront inappropriate behaviors and empower them to find solutions, and facilitate development of roommate agreements and community agreements.
  - Maintain a consistent presence in the residential community.

- Operations
  - Assist residents in the review of roommate agreements and community agreements, and mediate roommate conflicts and community issues.
  - Conduct community meetings as needed and assigned.
  - In conjunction with the supervisor and Residence Area Coordinator, assist area council with program creation and/or identifying funding sources.

- Crisis Management, Conflict Management, Mediation & Resolution
  - Confront and document inappropriate behavior.
  - Assist with emergency situations and work with Administrator On-Call staff, Campus Security/Police and/or other emergency personnel.
  - Coordinate mandatory fire drills during fall and spring semesters. Promote resident awareness of fire and safety precautions and procedures.
  - Recognize, understand, uphold, and mediate inappropriate behaviors.

DUTY

- Serve on a rotation basis with Senior Resident Assistants and other Resident Assistants in area of responsibility.
  - Duty is from 5pm-8am Sunday through Thursday, and 5pm-5pm Friday through Sunday.
  - Staff members must carry out required responsibilities but not limited to, rounds, duty log, incident reports, etc.
  - Rounds are to be completed during each duty night; specifics for the area will be determined by the supervisor.
  - Special coverage may be needed for events such as Family Weekend, Homecoming, holidays, etc. Additional rounds may be added at the discretion of the supervisor.
  - The duty phone can be carried beyond the residential area to any on-campus location before 10pm.
  - Duty will be served throughout the academic year when the halls are open, including Fall Break and Winter Term Break.
  - Recognize, understand, uphold, and communicate student handbook policies to residents.

Revised 01/07/09
**ADMINISTRATIVE DUTIES**

- **Operations:**
  - Check-in responsibilities throughout the year: be available prior to opening to assist with building preparations, final room checks and office training. Staff is expected to be available opening day(s) to assist with move-in process for all new students which includes, but is not limited to, distribution of keys, completion of room condition forms, late check-ins and returning student check-ins.
  - Check-out responsibilities throughout the year: conduct room inspections upon student's departure from assigned room, collect key(s) and complete necessary paperwork.
  - Assist in facilitation of occupancy checks, Room Condition Forms, health and safety inspections, distribution of university communications, and other Residence Life communications in the community.
  - Perform lock-outs for students when necessary, collecting $5 ($10 from Midnight-8am) lock-out fee from students.
  - Assist with closing and re-opening of the building(s) in August (Opening), November (Thanksgiving), December (Semester/Holiday), January (Winter Term), February (Spring Semester Opening), March (Spring Break) and May (Closing). Number of staff required to open and close the building(s) will be determined by the supervisor.
  - Responsible for return of any/all keys, equipment, and supplies to the supervisor at the end of the academic year or term of employment. You will be financially responsible for any lost or unreturned items.

- **Meetings:**
  - Attend bi-weekly one-on-one meetings with the supervisor.
  - Attend weekly Residence Life “One Meeting” each Wednesday from 6pm to 9pm. One Meeting includes staff meetings, training sessions, etc. Resident Assistants may not schedule classes or activities during this time.

- **Communication:**
  - Maintain ongoing communication with your supervisor, fellow staff members, and other Residence Life staff members.
  - This includes, but is not limited to, checking your staff mailbox, phone messages, and campus e-mail messages on a daily basis.
  - This also includes attending all scheduled one-on-one meetings and initiating conversations when necessary.

- **Perform all other duties as assigned by the supervisor.**

**TRAINING AND IMPORTANT DATES**

- Staff members are expected to attend ALL training sessions unless written requests have been submitted and approved by the supervisor prior to training. Trainings include, but are not limited to Spring Training (May 1, 2009), Fall Training (August), Mid-Year Training (February). RAs hired during Fall semester or mid-year are expected to attend Winter Training (January).

- Staff members are required to attend Continued Training sessions that occur during the One Meeting time.

- RAs may have the opportunity to sit on a Residence Life Committee in order to represent a student viewpoint and provide support to the professional staff.

**REMUNERATION**

Compensation is equivalent to the cost of a single room (currently $5179.00). All RAs are paid 50% of single room compensation via monthly check and 50% via room grant. Please review the following:

- RAs will receive $2589.50 via a monthly stipend check divided evenly over 10 months. This is the amount before taxes are removed.
- RAs will receive $1294.75 for the fall room grant and $1294.75 for the winter/spring room grant. This is not a taxable amount.
  - The RA is responsible for the remaining portion of the room cost. (Each semester, this will be appx. $701.25 for RAs living in double rooms and $1294.75 for RAs living in single rooms.)

- **Please Note:** Compensation rates listed are based on rates for Academic Year 09 – 10.

I, (please print) ____________________________, have read the conditions, responsibilities, and remuneration for the Resident Assistant position and agree to meet all responsibilities and expectations throughout my employment as a Resident Assistant at Elon University. I have also signed a Housing Agreement and understand that I am held to the same criteria as any other campus resident. Furthermore, I understand that failure to meet the expectations of this agreement could result in the dismissal of all the RA responsibilities and the remuneration related to the RA position. I also understand the monthly stipend is considered taxable income.

*Room rates listed are for 2009-2010. 2010-2011 will be determined by the Board of Trustees in March 2010.*