



## **Resident Advisor Contract 2021-2022**

This contract, when signed by the Area Coordinator for Residential Life and the Resident Advisor, becomes an employment contract binding the two parties to the agreements stated below. This contract is for the employment period of August 2021 through May 2022.

### **Resident Advisor Job Description**

The primary responsibility of the Resident Advisors is to their halls. The Resident Advisor (RA) is a leadership position that focuses on creating a respectful and inclusive community for all within the Student Living Center (SLC). They must/will be trained to have skills in establishing boundaries, de-escalating situations, mediating situations, conflict management, and appropriate confrontation. Flexibility, adaptability, and creative problem solving skills are critical for RA success along with a dedication to the university's *MELIORA* values. Resident Advisors should be approachable, accessible, and caring to those around them. They are expected to be considerate and responsible figures in the lives of Eastman students. They are emergency responders during crisis situations involving residents and/or the SLC facilities.

#### **Community Development Responsibilities**

- Be an active member in their halls' and the SLC and Eastman community through their programming responsibilities, informal bonding opportunities, and formal communication.
- Be available to their residents, proactively building relationships and providing support and treating residents ethically.
- Be in their halls as often as possible. This includes sleeping in their room every night in case of emergency. Prior approval must be granted for any nights spent away from the Student Living Center. There must always be five RAs in the SLC, including over Thanksgiving and Spring Breaks.
- Serve as liaison between community stakeholders by listening to those around them.
- Inform students of their rights and obligations as residents, and for enforcing the University's policies, rules, and regulations.
- Effectively distribute information to residents using multiple communication mediums.
- Be committed to understanding and upholding the University of Rochester's *MELIORA* values

#### **Student Support Responsibilities**

- Provide emotional support to their residents and refer them to the proper resources to get help as necessary.
- Support students in distress and/or crisis as appropriate.

- Participate in the Office for Residential Life on-call rotation. This involves regular duty nights from 8pm-8am when you must stay in the SLC at all times and attend to the RA On-Call cell phone, responding to all issues that occur, and conducting rounds throughout the building.
- Respect privacy on all issues as outlined in the Resident Advisor Confidentiality Policy and FERPA guidelines.
- Advise students about academic, personal, and residential concerns.

### **Training and Administrative Responsibilities**

- Complete all administrative responsibilities accurately and in a timely manner. This includes relevant paperwork; checking your Residential Life mailbox, campus voicemail, and campus email daily; and posting signs within 24 hours.
- Resident Advisors are supervised by the Area Coordinator for Residential Life. This is a mentorship relationship in addition to a management one - do not be afraid to ask questions or to ask for help. It is the responsibility of the Office for Residential Life to provide training on job responsibilities, ongoing evaluations of job performance, all resources required by the position, and communication on SLC and campus information in a timely manner.
- Resident Advisors are expected to be involved with:
  - Resident Advisor Training  
(RAs may not have guests in the SLC during training)
  - Opening & Closing Procedures
  - Room Inspections
  - Move-In Day/Orientation
  - Health and Safety Checks
  - Staff Meetings
  - Floor Meetings
  - Programming/Community Development Initiatives
  - On-Call Rotation
  - Evaluations
  - Info Tabling
  - Winter Break
  - Staff Selection
  - Housing Selection
  - Storage
  - Other duties as assigned

## **Resident Advisor Expectations**

- Maintain a standard of personal conduct consistent with the values, expectations and responsibilities of the University of Rochester and Eastman School of Music. Know and abide by University policies; guidelines outlined in the Resident Advisor Binder, Housing Contract, and Student Code of Conduct; as well as local, state, and federal laws.
- Be a role model and a leader; carry the Resident Advisor title across campus.
- The Resident Advisor position is expected to come before all other priorities other than academics and personal health.
- RAs will need to clear through Residential Life leadership any outside work (paying or non-paying) and participation in any extra-curricular activities which require extensive time commitments. The Resident Advisor position must be placed second only to formal academic commitments. Because the Resident Advisor position is viewed as approximately a twenty (20) hour per week position, Resident Advisors are limited to ten (10) hours per week of additional activities. The Asst. Dean of Student Affairs may approve additional hours if the Resident Advisor can demonstrate the ability to maintain academic and staff expectations with additional outside activities. All participation in such activities must be cleared in advance and is subject to review at any time.
- Resident Advisors are entitled to time off when requested in advance, although there are some limitations to ensure quality support to our students
  - Fall Semester: No time away for first six (6) weeks of classes or during the three days of Winter Break Closing; otherwise 1 weekend away per month
  - Spring Semester: No time away for January or during the Spring Closing period.
    - Non-Graduating RAs: 1 weekend away per month
    - Graduating RAs: 1 weekend away per month and 4 additional days away over the course of the semester for auditions or job interviews only
  - Time Away is restricted to no more than three days consecutively unless special permission is received from the Area Coordinator Affairs and a written Absence Action Plan is developed. RAs who are absent a significant time away from their floors may be asked to pay room and board or may be terminated from their position.
- RAs must be in the SLC overnight unless they have registered the day as Time Away. An RA is considered to be gone overnight if they have not returned to the SLC by 12:00am.
- Be a positive member of the community, respecting and supporting all students. Be consistent in all that you do. Display enthusiasm for Eastman, the SLC, Student Activities, and Residential Life.
- Be a member of the Resident Advisor team, support each other, discuss issues directly, and be appreciative of other staff members. Interact in a respectful and professional manner at all times.
- Attend and be on time for all one-on-one meetings, staff meetings, trainings, and other mandatory events.

## **Important Dates**

- TBD August – RAs may begin moving into the SLC - We typically allow RAs to move in a day or two early (before training).
- TBD August Fall RA Training & Resident Move In (full day responsibilities) –
- August 25th, 2021 – Classes Begin
- December 13<sup>th</sup> at 9 AM-SLC Closes December

- December 13<sup>th</sup> at 2pm -RAs may begin leaving the SLC once closing responsibilities are completed
- December 14<sup>th</sup> at 5pm -RAs must be out of the SLC unless registered for Break On Call
- January 7<sup>th</sup>, 2022 at 9:00am – RAs may return to the SLC January
- TBD January 2022 – Spring RA Training (full day responsibilities)
- January 10<sup>th</sup>, 2022 – Classes Begin - January 10<sup>th</sup>
- May 7<sup>th</sup> 2022-SLC Closes for last residents – May 7<sup>th</sup>
- May 17<sup>th</sup> 2022 – RAs may begin leaving the SLC once closing responsibilities are completed
- May 17<sup>th</sup> at 5pm – RAs must be out of the SLC

**Resident Advisor Probation or Termination**

- A Resident Advisor may be placed on probation or terminated for:
  - Earning below a 3.25 GPA, or violating any academic or behavioral policies.
  - Performance that is judged to be unsatisfactory/failure to complete the terms of the contract.
  - Actions and/or attitude that is considered inappropriate to the role of the Resident Advisor position.
  - RA Evaluation results that are concerning, especially if the RA has been asked to address the issue(s).
  - Violation of the Office for Residential Life Master Key or Confidentiality Policy.
- If a Resident Advisor resigns, or is released from the position:
  - A bill will automatically be processed for the remainder of that contract year’s room and board.
  - They will be assigned a room on a floor where they have not served as a Resident Advisor.
  - All personal belongings will need to be removed from the originally assigned space within forty-eight hours of the final decision.

**Compensation**

All Resident Advisors will be given compensation in the form of 100% of their room charges. All remuneration is done through a partnership between Residential Life and Financial Aid and placed on the student bill.

**Agreement**

I have read and understand the policies and expectations in the Resident Advisor Contract. By signing this contract I agree to uphold and abide by the responsibilities within.

\_\_\_\_\_ Date

\_\_\_\_\_ Date

Resident Advisor Signature

Assistant Director for Residential Life Signature