RESIDENT ADVISOR CONTRACT 2013-2014

The Resident Advisor (RA) is a paraprofessional member of the residence hall staff. S/he is directly responsible for the functions of one or more living units within the College owned residence halls and is directly supervised by a Student Life Coordinator. The role of the RA includes community development, student development, administrative and listening responsibilities in support of the development and growth of the individuals and the community.

REQUIREMENTS:
- Cumulative GPA of 2.25 from the time of application through the employment period
- 24 completed credit hours by the time employment begins
- Enrollment as a full-time student (12-18 credits) during the employment period
- Must be in good disciplinary standing
- Must be available for employment for the entire academic year: first day of employment is August 15, 2013 through April 27, 2014

COMPENSATION:
- Compensation is in the form of:
  - housing allowance that provides room rent
  - $200 stipend for each full semester of employment

GENERAL EXPECTATIONS:
- Your responsibilities to the Residential Life Office are expected to come before all other priorities other than academics. This may mean that you will be caused to choose between your Residential Life position and another job, athletic participation, student leadership involvement, etc. The RA contract is for the entire academic year. Students who will be student teaching or participating in other major outside activities must obtain prior approval of their supervisor.
- All commitments in addition to the RA position (i.e., co-curricular activities, pledging/associating, outside employment, organizational leadership positions, etc.) must be negotiated and contracted with the supervisor during the first semester of employment.
- If RAs are required by the Residential Life Office to have a roommate, each RA has the option to select a roommate of their choice (provided the roommate has an active Housing Agreement) or to be assigned a roommate.

ADMINISTRATIVE RESPONSIBILITIES & JOB FUNCTIONS:
- Correctly complete and submit paperwork in a timely, detailed manner
- Properly perform daily, weekly, and semester operating procedures (work requests, monthly room inspections, hall closings at Thanksgiving, Winter and Spring Break, etc...)
- Aid in the Residential Life Office process, including but not limited to, staff recruitment and selection and housing lottery
- Complete specified programming requirements
- Responsible for building community on his/her floor and in the building as a whole. This includes promoting an atmosphere of appreciation of diversity and inclusion of all residents.
- Expected to refrain from sharing confidential information with anyone except their supervisor(s)
- Maintain a positive working relationship with various College departments, staff and organizations
• Attend and participate in staff meetings, individual supervision meetings, and training activities, including August and January training as well as in-service activities throughout the year
• Check email and RA mailboxes daily
• Offer comments, feedback and suggestions for improvement to the residence hall program
• Serve as a positive influence and role model for the college community
• Actively support, in work and deed, all members of the Residential Life Office staff (i.e. Resident Advisor, Student Life Coordinators and central staff). You cannot disregard incidents, activities, violations, problems, or situations that may develop in other residence halls or within the overall Residential Life program.
• Confront potential problem situations in your residence hall, whether they are individual or staff problems, lack of acceptance or respect for others, interpersonal conflicts, or violations of policies and procedures.
• Take direct action in seeking a resolution to your own complaints and the complaints of other students. Do not complain to students or just agree with such complaints. Rather, help find channels through which problems can be corrected. The Residential Life program will improve only as suggestions are made and dialogue occurs.
• Other duties as assigned

DUTY RESPONSIBILITIES & AVAILABILITY:
• Know, understand, and abide by all College policies outlined in the Student Policies Manual and all Residential Life policies as published at www.lycoming.edu/reslife.
• Confront inappropriate behavior
• Encourage and assist residents with confrontation when appropriate
• Document all policy violations through designated procedures
• Refer individual students to appropriate resources as necessary
• Take action on issues and situations that impact student health and/or safety. Take action on anything that a reasonable person would suspect to be a health or safety issue.
• Assist in efficient response to fire alarms and other emergencies
• Share in the “on-duty” rotation with the other staff members in that designated area
  o This includes making four rounds of the buildings, being available to residents, and confronting and documenting policy violations.
  o RAs must remain in one of the buildings in their designated area during the hours of duty.
  o Duty hours are as follows:
    ▪ Weeknights (Sunday through Thursday): 8PM to 12AM. During this time four rounds must be completed. The first beginning no earlier than 8PM and the last beginning no earlier than 12AM.
    ▪ Weekends (Friday and Saturday): 10PM to 2AM. During this time four rounds must be completed. The first beginning no earlier than 10PM and the last beginning no earlier than 2AM.
  o Do not be intoxicated while On Duty, during Residential Life sponsored activities, and/or in violation of the College alcohol policy and laws of the Commonwealth of Pennsylvania. Staff must be aware that consuming alcohol with other staff and/or students impacts their role modeling abilities. Do not provide alcohol to anyone under the age of 21. These choices will likely result in termination of your employment.
• Expected to be available for their residents throughout the weekday, weeknights, and the weekend. It is expected ⅓ of a RA staff in the building will be available at any given time after 2am nightly. An RA is allowed 10 nights off a semester. Time away from the hall must be scheduled in advance with the RA’s supervisor.

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Exceptions to the above provisions must be obtained in writing from the Coordinator of Residential Services or designee to be considered valid. Failure to meet the terms of this contract and other responsibilities as outlined in the Resident Assistant Manual can result in termination of the Resident Assistant position.
TERMINATION OF RA CONTRACT
The process leading up to termination of the RA position includes a meeting with the appropriate supervisor. The Student Life Coordinator will make a written recommendation to the Director of Residential Life. The RA or supervisor may request a review meeting prior to a final decision. These parties also may file a written appeal with the Director of Residential Life within three days if the outcome is termination. If the termination process is started by the Director of Residential Life, appeals will be heard by the Dean of Student Affairs. In cases where decisions are made when students are not on campus, the appropriate meetings may occur by telephone if deemed necessary by the Residential Life staff.

If an RA resigns or is released from the RA position, a bill will automatically be processed prorated for the remainder of that contract year. S/he will be assigned a room on a floor where he/she has not served as an RA. All belongings will need to be removed from the assigned space within forty-eight hours of the final decision. These stipulations may be negotiated with the Director of Residential Life or designee.

I have read and understand the policies and expectations in the RA contract.

__________________________________   __________________________________
Resident Advisor Signature/Date       Director of Residential Life Signature/Date