



**Resident Assistant Agreement**  
Residence Life • Oglethorpe University

**Introduction: What are the Terms of Employment?**

The position of Resident Assistant (RA) is one of the most important, influential and rewarding leadership opportunities available for students. In addition to the information listed below, specific expectations for your community may be set during Resident Assistant Training in August.

The following information and dates are what you are accepting as conditions of your employment as a Resident Assistant.

**Calendar of Major Dates in Employment**

In general, Resident Assistants must have no other commitments during residence hall opening and closing, training throughout the year and certain university events.

The major dates for 2013-2014 have been included as an example below. For 2014-2015 new dates will be communicated through the updated RA agreement.

**Training and Recruitment Dates**

Residence Life Student Staff Spring Orientation	April 19-20, 2013
Fall Training	August 11-13, 2013
New Student Move-In	August 15, 2013
Returner Student Move-In	August 17, 2013
Winter Training	January 10-11, 2014
Spring RA Recruitment	February 1, 2014
<b>Breaks</b>	
Residence Halls close during winter break and all residents including resident assistants are expected to vacate the residence halls. Resident Assistants are free to leave once all of their rooms have been checked before Winter Break starts in December. Residence Halls remain open during Fall Break, Thanksgiving Break, and Spring Break. Resident Assistants are expected to be available for the duty rotation during these university breaks and will be on duty at least <b>TWICE</b> during the aforementioned university breaks.	

**Residence Life Mission**

**Expectation**

**Residence Life Mission:** Read, understand and support the mission of Residence Life at Oglethorpe University.  
*The Office of Residence Life at Oglethorpe University fosters the academic, social, cultural, and personal growth of students in a caring, comfortable, and challenging residential community of diverse students.*

**Academic Success**

**Expectation**

**Agreement:** Maintain the RA position as the primary responsibility outside of academic pursuits

**Academic Good Standing:** Resident Assistants must maintain at least a 2.7 cumulative GPA in order to remain employed. If the semester Grade Point Average falls below a 2.7 and the cumulative Grade Point Average stays above a 2.7 then the staff member will be required to complete an academic plan with his/her supervisor and will be placed on probationary status.

- If the cumulative Grade Point Average falls below a 2.7 then the staff member will not be allowed to be on staff.
- Students hired with a GPA below a 3.0 will be required to complete an academic action plan with his/her supervisor and will be placed on probationary status.

**Grade Checks:** Student staff's grades will be checked at the end of each semester to make sure staff are in good standing according to the academic requirements held by the department. Should a student not reach the minimum GPA either semester or cumulative he/she will be placed on academic probation. If a staff member fails to raise his/her her cumulative and semester GPA above the minimum GPA above the minimum GPA requirement, he/she may be terminated.

**Other Job/Other Commitment Policy:** A resident Assistant May not hold other employment off campus or engage in any type of solicitation or sale for any profit-making organization or business without permission from his/her supervisor. The supervisor may approve a maximum of 10 hours per week of on campus employment. While involvement in other campus activities is encouraged, it is expected that the RA position be your first priority outside of your direct academic program. In other words we expect your priorities to be in this order... 1) Academics 2) RA Position 3) Other activities.

**Community Development and Relationship Building**

**Expectation**



<p><b>Community:</b> Take primary responsibility for developing an active, inclusive, and cohesive residential community, and conduct meetings as needed and assigned to address community issues, needs or concerns.</p> <ul style="list-style-type: none"> <li>• Is aware of students who may need assistance in solving personal problems, in asserting themselves, or in developing physically, socially, or mentally. Communicates with Residence Life and Campus Life professional staff about all such situations.</li> <li>• Takes initiative in establishing friendships and in communicating with all students, especially new residents.</li> <li>• Meets with groups of individuals to discover common problems, concerns, and suggestions for hall improvements.</li> <li>• Provides building/hall activities as outlined in the resident assistant staff manual. Each staff members will be responsible for programming as stipulated by the programing model outlined in the staff manual.</li> <li>• Attends and assists with campus wide programs. This includes, but is not limited to, New Student Orientation, Oglethorpe Day, Boar’s Head, Honors and Awards, and Homecoming.</li> </ul>
<p><b>Availability:</b> Be available and accessible to residents, spend adequate time on the floor, and regularly interact with the hall/floor community.</p> <ul style="list-style-type: none"> <li>• Weekends off are determined by mutual agreement in each residence hall. It is expected that when you are not on duty that you notify your supervisor if you are leaving campus for the entire weekend.</li> <li>• Recruits another Resident Assistant to cover assigned area of responsibility during an absence from campus for more than one day or overnight, and alerts the building/hall occupants of the substitute’s identity, location, and phone number.</li> </ul>
<p><b>Role model:</b> Serve as a role model at all times and will not participate in any activity that would disrupt the harmonious environment, both the staff and in the community as a whole. Will use all internet and computer related communications (ie. Facebook) in an appropriate manner.</p>
<p><b>Relationship Building:</b> Ensure residents understand my role and function as an RA and establish a relationship which makes residents feel comfortable approaching me with ideas and concerns. Know <b>ALL</b> residents on the floor/building by name by the end of the second week of classes, and throughout the year, help residents feel like equal and important members of the community.</p>
<p><b>Confidentiality:</b> Assist residents with personal, relational, social, cultural, emotional, and academic concerns while ensuring confidentiality, sharing with Assistant Director, and referring students to appropriate resources. This includes recognizing current and potential problems.</p>
<p><b>Programming:</b> Plan and implement programs as outlined by the programming model in the Resident Assistant Manual and as a part of community development.</p> <ul style="list-style-type: none"> <li>• Attempt to recognize the talents and interests of residents and encourage involvement in related activities as well as encourage resident exploration of new activities and new skill development.</li> <li>• Create/provide approved door decorations and updated bulletin boards prior to the residence hall opening of each semester (fall and spring). Update bulletin boards on a monthly basis.</li> </ul>
<p><b>Peer Mentor:</b> 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.</p>
<p><b>Residence Hall Association:</b> Support and attend programs planned by Residence Hall Association. Coordinate election of representative for hall and report selection to Office of Residence Life.</p>

**Role Modeling**

Expectation
<p><b>Behavioral Good Standing:</b> Maintain good conduct standing with Oglethorpe University as reported through Student Conduct. Understand that Residence Life may conduct checks on my status through the conduct system. Agree to inform residence life immediately if facing student conduct or legal proceedings that could affect my employment.</p>
<p><b>Respect:</b> Take a responsible and active role in the hall and campus community and treat all members of the community and others with respect. Demonstrate investment in the overall growth and welfare of each resident.</p>
<p><b>Multiculturalism:</b> Be respectful of others’ difference and ethnic/cultural backgrounds.</p>
<p><b>Community Safety:</b> Will not be involved in any actions that may cause harm or potential harm to another individual or cause an individual to believe that harm may come to her/him and/or disrupt the Oglethorpe Community.</p>
<p><b>Alcohol and Other Drugs:</b></p> <ul style="list-style-type: none"> <li>• Will not consume alcohol or other drugs while on duty or performing other duties in relation to my RA position.</li> <li>• Will not consume alcohol or other drugs with underage staff members or students</li> <li>• Role model appropriate behavior for all student and other staff members when consuming alcohol; if of legal drinking age.</li> </ul>



- Illegal and/or irresponsible behaviors that include the use of alcohol or drugs on or off campus may affect my status as a Resident Assistant and lead to termination.

**Policy Enforcement and Crisis Management**

**Expectation**

**Confronting Behavior:** Assists the Division of Campus Life and Campus Safety in the prevention, investigation, and reporting of misconduct and damage to property. Incident reports must be filed the following morning by 8:30 a.m.

- Confront inappropriate behavior in a respectful, assertive, and responsible manner.
- Make students aware of their roles and responsibilities in the community, explaining and utilizing the Residence Life Policies and other relevant information found in the Honor Code and the University Bulletin.
- Protects the rights and freedoms of individuals against violations, i.e. noise and disturbances, unauthorized persons in residence life areas, etc.
- Uphold all laws, policies, and procedures of the State of Georgia, Oglethorpe University, and Residence Life Policies consistently, and without bias or malice.

**Safety and Emergency Response:**

- Follow Residence Life and Campus Safety emergency protocol whenever required and ask for assistance from supervisor if unsure how to proceed.
- Work to provide residents education opportunities to ensure their safety and security while on campus.
- Assist with emergency situations and work with administrator On-Call staff, Campus Safety/Police and/or emergency personnel.
- Assist with the coordination of mandatory fire drills during fall and spring semesters and promote resident awareness of fire and safety precautions and procedures.
- Conduct Health and Safety Inspections during Fall and Spring Semester

**Communication and Administration**

**Expectation**

**Open Communication:** Serves as a liaison between residential students and other University areas (Counseling, Campus Safety, Academic Success Center, etc.) and makes referrals to appropriate campus resources.

- 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.
- Disseminates current information through the use of bulletin boards, floor meetings, etc.; encourages students to check bulletin boards regularly; and promotes respect for these means of communicating important information.
- Submits material to be included in the monthly Residence Life newsletter
- Communicates feelings and desires of Residence Life Staff to the students in a positive manner.

**Positive Attitude:** Maintain a positive and open relationship with my supervisor, fellow staff members and residence life staff. Address any conflict directly, openly and honestly.

**Meetings:** Attend all meetings required by supervisor and participate in each with a positive attitude and openness to learning.

- Attend bi-weekly one-on-one meetings with supervisor.
- Attend weekly Residence Life Area Staff meetings
- Attend Monthly Residence Life All Staff Meetings

**Duty:** Serve on a rotation basis with other Resident Assistants in area of responsibility.

- Duty is from 5pm-8:30am the following morning
- At least 4 rounds are to be completed per night in infrequent intervals
- RA's are expected to check in with the Campus Safety Officer and Professional Staff Member on Duty before and after they their time in the duty box (7pm-10pm).
- Special coverage may be needed for events such as Homecoming, Holidays, Boar's Head, etc. Additional rounds may be added at the discretion of the supervisor.
- The duty phone cannot be carried beyond campus and can only be taken out of area prior to 8:00pm
- Duty will be served throughout the academic year when the halls are open, including Fall Break, Thanksgiving Break, and Spring Break.

**Facilities:** Reports maintenance and housekeeping work orders to the Physical Plant in a timely manner. Checks work orders on a weekly basis to see if they have been completed. Informs supervisor of specific reoccurring maintenance problems at weekly staff meetings.

**Roster Verifications:** Performs quarterly roster verifications of assigned area as prescribed by the Assistant Director of



Residence Life and Housing Operations.

- Keeps a continuous account of the number of residents in his/her building/hall and immediately reports any changes to the Office of Residence Life.

**Operations, Openings, and Closings**

Expectation
<p><b>Arrival and Departure:</b> May be the first to arrive and the last to leave due to opening and closing tasks. Will assist with all opening and closing required days at the beginning of the year and beyond hall closing at the end of the academic year.</p> <ul style="list-style-type: none"> <li>Completes responsibilities necessary for hall openings in the fall (door decorations, orientation packets, inventories, etc.).</li> <li>Is available to perform RA duties until halls close at the end of each term and throughout each break. This includes but is not limited to being available after graduation in May and performing duties during Thanksgiving and/or Spring Break.</li> </ul>
<p><b>Check-in Procedures:</b> Participate in check-in responsibilities throughout the year. Be available prior to opening to assist with building preparations, final room checks, and office training. Be available for 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, early/late check-ins, and returning student check-ins.</p>
<p><b>Check-Out Procedures:</b> Conduct room inspections upon student's departure from assigned room, collect key(s) and complete necessary paperwork. Assist in facilitation of Roster Verifications, Room Inventory Cards, health and safety inspections, distribution of university communications, and other Residence Life communications in the community in regards to operations tasks.</p>
<p><b>Duty Coverage During University Breaks:</b> The University closes three times during the academic year (Fall break, Thanksgiving Break, and Spring Break). Because the residence halls stay open, During these breaks 2 Resident Assistants and a Professional Staff Member will be on Duty each day for the entire campus. Specifics for these breaks will be determined by the Residence Life Professional Staff Team.</p>
<p><b>Safety and Security:</b> Resident Assistants are provided access to building keys for lockouts, student checkin and checkout procedures, room changes, health and safety inspections, and other operational tasks and will not misuse the access of these keys, and at all times respect the safety and security of residents.</p>
<p><b>Return of Supplies:</b> Responsible for return of any/all keys, equipment, and supplies to the supervisor at the end of the academic year or term of employment. Will be held financially responsible for any lost or unreturned items.</p>

**Training**

Training for Resident Assistants is comprehensive and varied. Additional on-the-job training occurs all year long.

Expectation
<p><b>Fall RA Training (including in-area training by supervisor):</b> All resident assistants are required to participate in Fall RA training. RAs will return to the assigned community by the designated time indicated in this agreement and participate fully in all training activity. Fall training will be a very busy time with early morning, day, and late evening commitments.</p>
<p><b>Spring 2015 Mid-Year Training:</b> Will return on the dates outlined in this agreement to participate in training workshops facilitated by the Assistant Director and professional residence life staff.</p>
<p><b>Staff Meetings:</b> Will attend Staff Meetings and additional training opportunities that occur during the All Staff Meeting Time on Monday's from 6:30pm-8:30pm.</p>

**Remuneration**

Expectation
<p><b>First Time Resident Assistant:</b> Compensation is equivalent to the cost of a single room</p>
<p><b>Returning Resident Assistant:</b> Compensation is equivalent to the cost of a single room and 50% of residential board plan.</p>
<p><b>Senior Resident Assistant:</b> Compensation is equivalent to the cost of a single room and 100% of residential board plan.</p>

**\*\*This list is subject to be changed or updated as needed (especially during the summer as the Department of Residence Life plans for the upcoming year). RAs will be Notified of All updates in advance.**