

Senior Resident Assistant Supplemental Agreement
Residence Life • Oglethorpe University

Introduction: What are the Terms of Employment?

The SRA supplemental agreement is an additional agreement which details the different or additional responsibilities of a student leader serving in the SRA role. In any area where the SRA and RA job descriptions differ or conflict, the SRA job description is the prevailing document. SRAs are expected to abide by all expectations and requirements of an RA in addition to their SRA duties. In addition to the information listed below, specific expectations for your community may be set during Resident Assistant Training in August.

The Senior Resident Assistant (SRA) represents Residence Life as a key paraprofessional staff member. The SRA works under the direct supervision of the Residence Life Coordinator (RLC) and/or the Assistant Director (AD). Together, these staff members work with the resident assistant staff to coordinate a variety of administrative duties, assist with programming and staff training and development. There will be one SRA for the following areas: Traer, Jobe Hansen/Dempsey, the Upper Quad, and Greek Row. The SRA is a member of the RA team but is also considered the second in command to the RLC/AD of their assigned area and assists with the day to day management of the hall.

Residents and other student staff members will look to SRAs for leadership so it is the expectation of Residence Life that they make healthy and sound decisions. SRAs are perceived to possess formal power in the Residence Life Office and it is essential that this position is respected by the SRAs and treated with care. If it is deemed that the SRAs are using their position to take advantage or negatively influence others or have a conflict of interest, there may be disciplinary repercussions.

Essential Functions of the SRA Position

Expectation
<p>The SRA position involves working and residing in the same environment. A large part of an SRA's duties involve serving as a role model, mentor, and support system for a RA team while being generally available to his/her residents throughout the day in the role of University representative. As such, an SRA's personal and professional lives are both highly visible to and impactful upon the many students for whom the SRA is Residence Life's primary contact. Therefore, essential to the SRA's position are the following things:</p> <ul style="list-style-type: none"> • Demonstrate emotional maturity necessary to cope with day-to-day decisions involved in maintaining healthy living conditions within the building(s). • Have a sensitivity and concern for others as individuals, as well as a personal and professional commitment that goes beyond outlined responsibilities • Have a working knowledge of all aspects of Oglethorpe University to appropriately assist, advise, and serve as a liaison between students and other members of the OU community. • Demonstrate a commitment to the Residence Life program and the position of an SRA.
<p>Greek Senior Resident Assistant: The Greek Row SRA will be supervised by the Greek Affairs Coordinator and will be expected to serve office hours helping them with assignments pertaining to Greek Row. The Greek Row SRA will also be expected to help the AD/DRL with tasks that impact Residence Life.</p>

Academic Success

Expectation
<p>Agreement: Maintain the RA position as the primary responsibility outside of academic pursuits</p>
<p>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.</p> <ul style="list-style-type: none"> • 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.
<p>Grade Checks: Student staff's grades will be checked at the end of each semester to make sure staff members 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 requirement, he/she may be terminated.</p>
<p>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</p>



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.

Staff Development and Relationship Building

Expectation
Availability: The SRA position is more a lifestyle than a traditional job and, as such, requires more than a simple time commitment to be successful. Because of this, all internships, assistantships, student teaching, co-curricular activities, and other substantial time commitments are allowed only with the agreement of the Residence Life Coordinator, Assistant Director of Residence Life and Director of Residence Life. Authorization must be granted prior to activities to these additional activities and the outside time commitments will not exceed 10 total hours per week. Any exceptions can be requested through the Director of Residence Life.
Role model: Serve as a role model at all times to both Resident Assistants and residents, 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.
Relationship Building: Ensure resident assistants understand my role and function as an SRA and establish a relationship which makes resident assistants feel comfortable approaching me with ideas and concerns.
Programming: It is necessary that the SRA is a very knowledgeable resource in the area of programming for the RAs and students in the building. They should role model excellence in their own approach to programming and provide ideas and resources to their staff. Specific requirements in this area include: <ul style="list-style-type: none"> • SRAs will design a visual Program Tracking System in the building/area so that RAs can see each week how well they are progressing with their programming requirements. • SRAs are the driving force behind the larger building/community wide programming initiatives that occur in each residential area throughout the year.
Peer Mentor: Serve as a peer mentor for resident assistants. Listen to concerns, refer to appropriate resources on campus, mediate conflicts when necessary, encourage resident assistants to confront inappropriate behaviors and empower them to find solutions, and facilitate staff development to ensure team cohesion.

Role Modeling

Expectation
Leadership: SRAs are expected to actively support decisions of RLC/AD, other members of Residence Life, and the Division of Campus Life of the University. It is the SRA's role to be a positive influence on staff and for all endeavors of the RLC/AD and Residence Life. <ul style="list-style-type: none"> • SRAs will also serve as a resource and mentors to new student staff in assisting them with confrontations, mediations, questions and concerns under the direction of their RLC/AD. • SRAs will also assist their RLC/AD in the training process for any mid-year RA hires on the staff.
Multiculturalism: Be respectful of others' difference and ethnic/cultural backgrounds and actively promote diversity initiatives within areas.

Additional Administrative Tasks

Expectation
Office Hours: SRAs will be responsible for working 5 scheduled office hours per week. They will work under the supervision and direction of the RLC/AD with assigned projects, tasks, and general office coverage for three hours. An additional two hours will be spent working with the AD/DRL on tasks that impact the greater department of Residence Life. At times, SRAs may be asked to assist with Residence Life projects or may be asked to provide coverage at other buildings.
Operations: Assistance with the management of the front desk operation in the Student Commons/Campus Life Suite.
Duty Coordination: Create and disseminate the RA duty schedule for assigned area each semester. <ul style="list-style-type: none"> • As a part of achieving consistency within the building, as well as offering new RAs mentoring opportunities during their first three weeks of school, each SRA will be requested to do at least 1 set of rounds with each staff members, as well as participate in the normal weekday and weekend on-call schedule for the area.
Student Conduct: Assist with the administrative paperwork that supports the University conduct system including preparing student files, monitoring sanction follow-up, filing etc.
Area Administration: Upkeep of other organizational systems the RLC/AD has put in place for their assigned area.

Senior Resident Assistant Position Development

Expectation
In an effort to build the reputation and experience of the SRA position, the SRA team will:



- Be encouraged to participate in on-going development and training opportunities that occur throughout year outside of the departmental requirements.
- Be in contact with the SRA team during the summer prior to August Training via an email listserv to touch base and get ideas rolling for RA training.
- Meet monthly as an SRA team to discuss individual areas of interest and/or concern (at times and dates TBD during August SRA training).

Advocacy: Senior Resident Assistants work to improve the quality of life for all Resident Assistants selected by OU Department of Residence Life and shall serve as a communication link between the Resident Assistants and the Department of Residence Life.

Staff Development:

- SRAs shall promote educational activities for the benefit of all Resident Assistants
- SRA shall promote social activities for the benefit of all Resident Assistants
- SRAs shall promote leadership experiences and opportunities for fellow SRAs

Additional Training Responsibilities

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

Expectation
SRAs will be required to return early for training with the Professional Staff Team. This training session allows time for RLC/AD and SRA team to bond and develop a plan for the year ahead. This time also give time to plan for fall training and opening as needed.
SRAs will assist their RLC/AD in the creation of staff development and training opportunities for their individual staffs throughout the year. The SRA team will also be required to plan development opportunities for the entire Residence Life Student Staff during at least one all staff meeting per semester.

Remuneration

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

****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).**

SRAs will be Notified of All updates in advance.