Graduate Residence Director and Resident Assistant  
2014-2015 Work Agreement

I. Position Overview
RAs fulfill many roles while performing their duties. They are peer advisors for residents, helping them with academic and interpersonal problems, mediating roommate conflicts, and making appropriate referrals to campus resources. RAs are instrumental in creating the residential community. They plan community development, cultural, and educational programs and are expected to confront inappropriate behavior and assist in enforcing university policies. They perform a number of administrative duties as well. But perhaps most importantly, RAs are role models, educators, and community builders to the diverse group of students who live in University housing.

II. RA Appointment Dates
RA assignments are made for the entire 2014-2015 academic year, with some minor responsibilities starting during the Spring 2014 semester. RAs are expected to be present at the start of fall training on Sunday, August 17, 2014 at 3:00 pm. Unless otherwise indicated at a later date, RAs may leave for Winter break after closing responsibilities are complete on Saturday, December 13, 2014, and must be present at winter training which starts on Wednesday, January 7, 2015 at 9:00 am. RAs are expected to stay on campus until Tuesday, May 12, 2015.

III. Responsibility and Requirements of the Resident Assistant Position
The following represent responsibilities and requirements of the RA position. It is expected that RAs fulfill these responsibilities and requirements. Please note that this list is not exhaustive and may be updated or changed as needed.

a. Community Development
   Suffolk University RAs are expected to:
   i. Set a positive example for residents by following all University and residence hall policies and modeling the responsible behavior expected of all residents.
   ii. Develop a community on his/her floor(s) and in the building in which residents are able to socialize, study and sleep in an environment that is respectful of individual differences and conducive to the educational process.
   iii. Be known by residents as an approachable, visible and resourceful staff member.
   iv. Learn the names and room numbers of each resident of his/her floor within the first two weeks of the semester.
   v. Maintain a positive attitude toward others and accept others whose lifestyles and attitudes are different than their own.
   vi. Be aware of, and respond to, the academic and personal problems of their residents, which include making referrals to the appropriate university resources (i.e., the RLH professional staff, Counseling and Health Services, Center, CLAS, Student Affairs, etc).
   vii. Work to identify and solve problem situations in the living area including roommate conflicts, personal problems and emergencies.
   viii. Respect and maintain confidentiality regarding resident issues by not discussing them with other RAs, students or inappropriate persons. However, the RA will be expected to keep the professional members of the RLH staff, and/or another professional member of the university community, informed about serious or potentially serious/dangerous resident issues.
b. Policy Enforcement
Suffolk University RAs are expected to:
   i. Know and educate residents on University policies and standard of conduct, student rights, and the conduct process.
   ii. Enforce University policies by responding to and confronting inappropriate behavior and violations of policies.
   iii. Encourage residents to hold each other accountable for their behavior. iv.
   Confront individuals with respect, consistency, and fairness at all times.
   v. Confront and document any inappropriate resident behavior and report such incidents to a supervisor or other appropriate personnel in accordance with protocol.
   vi. Complete Incident Reports (IRs) promptly, concisely, and accurately.

c. Programming
Suffolk University RAs are expected to:
   i. Regularly assess the needs of residents by talking with them, responding to current issues in their lives and recognizing needs, etc.
   ii. Coordinate and implement programs and activities, both planned and spontaneous.
   iii. Carry out the programming expectations as set by the Programming Model, including but not limited to:
      • Pillars Educational Programming with a team of RAs
      • Community Development Programming
      • Welcome and educational Bulletin Boards
      • First six-week programming expectations
      • Floor meetings as determined by the RLH professional staff
   iv. Accurately document and evaluate programming activities in a timely manner.
   v. Encourage residents to participate in residence life and university community events by notifying residents about upcoming programs.

d. General Administration
Suffolk University RAs are expected to
   i. Complete all paperwork accurately and within established time lines.
   ii. Distribute and collect all Residence Life information to students within established time lines (i.e. room condition forms, Roommate Agreements, Census, etc.).
   iii. Assist with the check-in and check-out procedures at scheduled move-in and move-out times including break periods as well as check in/outs for room changes as necessary during the semester.
   iv. Perform Health & Safety Inspections approximately once/month and at closings.

e. Maintenance & Facility Administration
Suffolk University RAs are expected to:
   i. Respond promptly and appropriately to all safety and health hazards.
   ii. Be aware of and follow procedures for reporting housekeeping and facilities problems and follow up with students to see that requests have been completed.
   iii. Maintain an accurate occupancy report for their floor(s).
   iv. Help to maintain a safe and secure environment that is conducive to student growth and development.
   v. Investigate any damage to the building immediately and report it to Residence Life and/or Facilities staff.
   vi. Be familiar with all fire alarms, Shelter in Place and other emergency procedures, as well as respond to fire alarms, Shelter in Place drills and other emergencies in the halls.
f. Living Learning Communities (if applicable)

i. Description and Overview:
A living learning community (LLC) is a residential grouping of students who share a common interest or major who want to live and connect with like-minded students. They choose to live and participate in LLCs because they want to share a learning experience that goes beyond the classroom and interact with faculty, staff, and other students who are knowledgeable about and/or interested in a specific theme or major. The LLC provides co-curricular and extra-curricular activities, events, and learning opportunities for students, such as faculty dinners, discussion groups, off campus trips, networking and social gatherings. Each LLC has a faculty advisor and an RA who collaborate to plan these programs and events.

ii. LLC RA Expectations:
1. Perform the assigned responsibilities of all RAs.
2. Are a member of or have an interest in the major/program of the LLC.
3. Promote LLC goals and objectives.
4. Maintain regular communication with the LLC Faculty Advisor.
5. Assist with and participate in LLC programs which include but are not limited to:
   a. A Welcome Reception for the LLC, LLC- Specific Programming at least once per month and end of the year reception for the LLC

IV. Time Commitment

a. General Dates
Suffolk University RAs are expected to:

i. Attend all staff meetings, trainings and other commitments, as assigned.
ii. Participate in the selection of Residence Life Staff, Room Selection, and other departmental processes and events as necessary.
iii. Participate in Suffolk University Open House and Showcase events.

b. Important Dates
Suffolk University RAs are expected to:

i. Arrive to campus prior to the semester and remain on campus throughout the duration of pre-semester trainings. RAs cannot schedule any outside commitments, including, work (on and/or off campus), club and/or organization involvement, etc. during trainings, including training weekends.
   1. Fall Training is from August 17, 2014 through September 1, 2014.
   2. Spring Training is from January 7, 2015 to January 11, 2015.

ii. Be present and visible in the buildings for Welcome Week activities from August 31, 2014 through September 6, 2014.

iii. Remain on-campus for up to four (4) hours after the closing time of the residence halls. RAs may leave at the following times for:
   1. Thanksgiving: Wednesday, November 26, 2014 at 4:00 pm
   2. Winter break: Saturday, December 13, 2014 at 2:00 pm
   3. Spring break: 1st Saturday of spring break at 2:00 pm
   4. End of Semester: No earlier than May 10th, may be as late as May 12th 2015

iv. Attend weekly staff meetings on Wednesdays from 8:00 pm – 10:00 pm. RAs must not schedule classes during this time.

v. Attend monthly In-Service Trainings held on the last Friday of each month from 4:00 pm – 6:00 pm and must not schedule classes during this time.
c. **Outside Commitment**

i. First Year RAs are allowed up to 12 hours of involvement outside of the RA position. This includes ALL jobs (on/off campus, including work study) and clubs/organizations leadership/commitments. Outside involvement must be approved by the Department of Residence Life & Housing.

ii. Returning RAs are allowed up to 15 hours of outside involvement. This includes ALL jobs (on/off campus, including work study) and clubs/organizations leadership/commitments. Outside involvement must be approved by the Department of Residence Life & Housing.

iii. RAs must discuss outside jobs, major co-curricular involvement, such as student leadership positions or participation in varsity athletics, with the Residence Director of their building before the start of each semester.

iv. In addition to the RA position, RAs may hold one elected officer position which must be approved by the RA’s residence director, in a club or organization, and may also be an active member in a second club, be active in theater/performing arts productions or athletics.

V. **Duty/On Call**

Suffolk University RAs are expected to:

i. Be available for duty approximately 25 nights per semester.
   Duty includes being available and accessible to all building residents, conducting rounds of the building, speaking with residents, responding to problems, and maintaining open communication with the professional members of the Residence Life & Housing staff, security personnel, and on-call personnel.

ii. Serve as back-up as necessary for another building.

iii. RAs who are on duty must:
    1. Be within a 15 minute radius of their assigned building Monday – Friday: 6pm to 9pm and Saturday & Sunday: 9am to 9pm.
    2. Be in the building daily: 9:00 pm to 9:00 am
    3. Check in daily with the RD on call.

iv. May be required to participate in mandatory duty nights at the discretion of the Director of Residence Life & Housing, including but not limited to: World Series, Super Bowl, etc.

v. Serve as the on-call staff member when the office is closed to provide assistance including lock-outs and maintenance concerns. This may include break periods like Thanksgiving, winter and spring breaks. While on call, you must carry a duty phone and respond to all incidents. Please note that on the weekends at least one RA will always be on duty.

VI. **Time Away**

Suffolk University RAs are expected to:

i. Must request time off/away with their supervisor, which is approved on a first-come, first serve basis to ensure that there are adequate number of RAs sleeping in the building on a given night.

ii. Must request time off/away in advance.

iii. Must sleep in their assigned rooms.
VII. Personal Relationships
Suffolk University RAs are expected to:

i. Are encouraged to enter into positive relationships that support healthy behaviors and personal growth.

ii. Should understand that, while strong friendships and personal relationships develop on staff, RAs behaviors that deter from a team, hinder building a strong residential community and cause tension or concern on staff are prohibited.

iii. Are highly discouraged from dating fellow staff members in their building, residents on their floor or in their hall.

iv. Must agree in all instances, when engaging in an intimate relationship (which may or may not include sexual activity) with another staff member within the department or with a student who is a resident of the building in which they live, that they will consult with their supervisor in order to clearly determine if any potential conflict exists.

VIII. Additional Requirements
Suffolk University RAs are expected to:

i. Work cooperatively as a team member with other Residence Life staff members.

ii. Respect fellow peer RAs and strive for fairness and flexibility in sharing responsibility for duty switches, time off, special coverage needs, etc.

iii. Use all keys and access to the offices, computers, etc., ethically and as directed by your supervisor.

iv. Respectfully confront individuals with whom they have a disagreement. This includes confronting fellow RAs and Residence Life & Housing Professional Staff.

v. Prioritize RA responsibilities over all other extracurricular activities and jobs.

vi. Abide by all University policies and may not break the law. Violating University policy or breaking the law is grounds for termination.

vii. Demonstrate role model appropriate behavior on and off campus, as well as ensure that electronic and social networking practices (i.e. Facebook) are also role modeling appropriate behavior (i.e. appropriate pictures).

viii. Abide by the following Residence Life & Housing requirements, including but not limited to: RA position description, outside involvement, alcohol and drug, electronic behavior, and confidentiality.

ix. Allow any appropriate picture taken of them to be utilized for departmental marketing or promotion. RAs may opt out of this clause by submitting a written request to their Residence Director.

IX. Qualifications
Suffolk University RAs must:

i. Be registered as full-time SBS/CAS undergraduate or graduate student during both the fall and spring semesters of the academic year.

ii. Maintain a cumulative grade point average of at least 2.8 and complete their coursework each semester.

iii. Be in good academic, financial and conduct standing with the university.

iv. Exceptions to this policy may only be made by the Director of Residence Life & Housing for extremely compelling reasons.

X. Compensation
Suffolk University RAs can expect to:

i. Receive a room, including local phone service, internet and cable television for the academic year. Although most RA rooms are single rooms, RAs may be required to have a roommate, share a double room with another resident and/or live in a suite/apartment with other residents.
ii. Leased Property: Each RA will receive a single room, including leased property
cable television and possibly local phone service (dependent on the property being
used) for the academic year. This service may be different from on-campus service.
iii. Living Learning Community RA (Only) Compensation will receive $150 each
semester in RAM funds in additional compensation.
iv. Participate in the residence hall meal plan and will not be compensated for this
cost. RAs living in apartments do not need to purchase a meal plan.

XI. RA Reappointment
  i. The RA position is for only the 2014-2015 academic year.
  ii. RAs must reapply for the RA position each academic year.
  iii. RA reappointment is not guaranteed.

XII. Hall/Room Assignment
  Suffolk University RAs are expected to:
  i. Understand that the Department of Residence Life & Housing assigns each RA to a
_residence hall space based on departmental needs and that, in rare cases, reassignment may be necessary.
  ii. Understand that RAs will be assigned a free room which each RA agrees to live in as
a condition of my employment.
  iii. Move out of their assigned space in the event their position is terminated.

XIII. Termination
  i. If an RA fails to abide by the University rules and regulations and/or meet the
obligations of the RA Work Agreement, current job description, Staff Manual
and/or other policies and procedures, RAs must understand this shall be grounds
for immediate action which could include, verbal warning, written warning,
probation or termination.
  ii. Upon dismissal, the RA responsibilities will be relinquished immediately and
relocation to another on campus assignment if available, that will be charged to the
RA’s student account.
  iii. RAs will be subject to the University Conduct Process for any activities for which
may have violated the Code of Conduct, including behaviors that contributed to a
termination of the RA position.
I have read and understand the guidelines as stated in this Resident Assistant Work Agreement.

By signing this Resident Assistant Work Agreement, I acknowledge and agree to the terms and conditions as outlined in the RA job description, this agreement and/or responsibilities assigned by the Department of Residence Life & Housing. This agreement is considered an acceptance of the Resident Assistant position with the Department of Residence Life & Housing.

If I am found responsible for violating University Policy, Residence Life & Housing Policy, do not meet the expectations stated in the job description, this agreement and/or do not fulfill the responsibilities assigned by the Department of Residence Life & Housing, I may be subject to sanctions including but not limited to a letter of warning, being placed on probationary status or terminated from this position and that termination from the RA position may affect eligibility for other positions with Residence Life & Housing.

Please initial next to each date to confirm your awareness of each date:

Initials:
_____ All RAs are required to arrive prior to the start of each semester
_____ Fall Training is: Sunday, August, 17, 2014 to Monday, September 1, 2014
_____ Spring Training is: Wednesday, January 7, 2015 to Sunday, January 11, 2015
_____ The RA position is for the entire academic year, beginning on August 17, 2014 through May 12, 2015, with some minor responsibilities beginning in spring 2014.

All RAs are required to remain on-campus for up to at least four (4) hours after the residence hall closing times for Thanksgiving, Winter and Spring breaks. RAs may leave for breaks at the following dates/times:

Initials:
_____ Thanksgiving: Wednesday, November 26, 2014 at 4:00 pm
_____ Winter break: Saturday, December 13, 2014 at 2:00 pm
_____ Spring break: 1st Saturday of break at 2:00 pm
_____ End of Semester: Tuesday, May 12, 2015

Name (print):

Signature:

Date:

Supervisor: ___________________________ Date: ___________________________

Keep a copy of the RA Work Agreement and a copy of this signed page for your records
This document must be returned to the Department of Residence Life & Housing at 73 Tremont Street, 7th floor no later than 12pm on Monday, March 24, 2014. Failure to do so may result in the loss of this position.
If you are currently studying abroad, you may fax, scan and email or mail in any necessary documents.