**Summer Resident Assistant**

Contract and Job Description
Department of Housing and Residential Life

1104 7th Avenue South
120 Ballard
Moorhead, MN 56563

**Requirements for employment:**

- Reports directly to the Area Director responsible for summer housing
- Perform the responsibilities as outlined in the job description, Area Director expectations, staff manual and residence hall handbook
- Understand and abide by University and residence hall policies and regulations
- Have and maintain a cumulative 2.5 GPA. If a RA’s GPA falls below a 2.5 cumulative, he/she will be placed on Academic Probation for the term of one semester.
- Have been previously employed as an Resident Assistant (RA) and/or going to be an RA for the 2012-2013 academic year
- Be registered for summer classes and/or pre-registered for fall classes
- Satisfactorily complete a criminal background check as required by Minnesota state law.

**Hours Per Week:**

- Approximately 15 hours

**Compensation:**

- Double room as a single

**Terms of Employment**

- Employment expectations begin the date a staff member accepts the position offered.
- Employment contract is separate and independent of the Residence Hall Housing and Dining Contract.

The responsibilities and roles of the Resident Assistant position include, but are not limited to:

**STAFF**

Working collaboratively with other Housing and Residential Life staff is essential to the success of each member of the Department. Participation in staff events and meetings is expected and will help ensure the flow of communication between the Department and students.

_The RA will:_

- Attend and participate in all weekly staff meetings (**tentatively scheduled for Wednesdays from 4-6PM**).
- Attend one on one meetings as scheduled with Area Director and other supervision meetings.
- Arrive prior to summer semester hall transition.
  - **Summer Training Date: Thursday May 10th**
- Support and cooperate with decisions, actions and policies of the Department of Housing and Residential Life.
- Support and follow Area Director and other Department expectations and protocols.

**ADMINISTRATIVE/DESK**

RAs are the link between the residents and the Department, and this is especially true when it comes to particular administrative tasks necessary for the operation of the hall. It is important that RAs understand their administrative responsibilities and carry them out in a thorough and timely fashion.

_The RA will:_

- Work four paid hours per week at the summer hall front desk and/or the John Neumaier front desk (with the option to work additional paid desk hours).
- Fulfill the responsibilities and expectations of the Office Assistant (OA) position as outlined in the OA manual.
- Perform administrative processes accurately, correctly and promptly by given deadlines; including weekly reports, program evaluations, summer directory, as well as the occupancy/assignment paperwork for which you are responsible.
- Review blue cards, room condition reports, mailbox labels and database entries each Thursday during the summer to ensure accuracy and timeliness of student billing.
• Assist with the check-in and check-out of students and deliver Room Condition Reports to the Housing office in a timely manner.
• Assist with the check-in and check-out of summer conferences.
• It is each RA’s responsibility to wear appropriate clothing and nametag that identifies the individual as a staff member while working at the hall desk.

COMMUNITY DEVELOPMENT
RAs will work collaboratively with students to create and maintain positive, safe, civil and fair communities that will foster academics, leadership and opportunities for involvement.
The RA will:
• Communicate residence hall and university policies to residents as outlined in the residence hall handbook.
• Develop relationships with your residents and intentionally strive to nurture these relationships.
• Encourage and foster a safe, clean, and positive living and learning environment for all residents.
• Stress the importance of academic success to all residents. Strive to create an environment where academic learning is valued and central to community building efforts.
• Create one door decoration during the summer, and ensure each resident has a door decoration as they arrive throughout the summer.
• Create a physical environment that is welcoming, comfortable, and engaging for residents on your floor (i.e. lounge decorations, welcome signs, etc.)
• Post all signs and flyers placed in your mailbox on your floor within 24 hours and remove after the event has concluded.
• Facilitate regular floor meetings as needed or required.
• Facilitate conflict resolution between residents.
• Provide regular communication with your Area Director about floor issues, special needs, or issues of residents.
• Intentionally strive to develop a community based on respect for one another, the floor, and the university as a whole.

PROGRAMMING AND ACTIVITIES
RAs will provide residents with a variety of activities and programs that foster positive community interactions, academic success, and an appreciation of diversity.
The RA will:
• Provide at least one activity during June and July for floor residents and/or building residents to interact and get to know each other.
• Develop an educational floor bulletin board for each month.

CONDUCT/DUTY
The RA is expected to acquaint students with their responsibility to each other and the residence hall community. In addition, the RA will enforce university and residence hall policies to ensure equal opportunities for students to mature and succeed academically and personally. Role modeling integrity in personal choices in the RA position will be instrumental in demonstrating to residents appropriate behaviors expected in residence hall communities.
The RA will:
• Understand and communicate the rationale concerning university and residence hall policies, regulations and conduct procedures to residents.
• Abide by all residence hall and university policies.
• Confront all individuals or groups violating university or residence hall policies and regulations in a fair, respectful and consistent manner.
• RAs will be required to be on duty approximately one day every week (12pm to 12pm) and one weekend a month (Friday at 12pm to Monday at 12pm). While on duty, the RA will complete a minimum of one afternoon round, and two rounds nightly while on duty and respond quickly to all duty phone calls.
Complete appropriate reports immediately following the confrontation of an incident.

Maintain confidentiality, except when confidentiality may endanger the well-being of the individual or other individuals, or when not disclosing the information is a violation of the law.

Wear staff apparel and nametag while working on duty.

Immediately report any criminal activity that occurs on campus to Public Safety and your Area Director.

Notify your Area Director or On Call Professional immediately of any emergency situations.

Report any hate or bias incidents to Public Safety and your Area Director immediately.

If you are under the age of 21, you are not to consume alcohol on or off campus. If you are 21 or older, alcohol is not to be consumed within 24 hours of being on duty. Please refer to the University Code of Conduct regarding illegal underage student use of alcohol.

**AVAILABILITY**

A unique aspect of the RA position is that a large portion of both “active” (programs, activities, desk shifts, duty shifts, etc) and “available” (just being in your room or on your floor to help meet student needs) work time is carried out during the evening hours. Because of the nature of the position there are certain limitations that may be applied to the RA’s schedule.

*The RA will:*

- Besides your education, perform the Resident Assistant position primary over all other activities
- Be available for the entire 2012 summer period (May 10th-August 6th).
- Under university weather emergency procedures RA staff members are considered essential personal and are not excused from work duties. RAs may also be asked to assist in specific weather emergency duties.
- Make an intentional effort to be available and visible on your floor a majority of evenings in any given week.
- Check daily and respond to emails, mailbox for announcements, flyers and other communications.
- Seek prior approval from your Area Director before accepting outside employment, internships/practicums.
- Maintain availability by being on campus. Weekend is defined as Friday Noon – Monday 12 pm.
  - RAs must be on campus at least half of the summer weekends and gone no more than 2 weekends a month.
- Ensure no more than half of the complex staff is gone for any single weekend or overnight.
- Remain on campus during these opening, Dragon Days, and closing dates as follows:
  - Summer Opening Weekend May 11-13
  - Dragon Days: June 13-16 also July 20 and 23 (12:30-4pm time commitment)
  - Summer Closing, August 3-6
- Obtain written approval from your Area Director prior to committing to any activity that would require your absence from the residence hall for an extended period of time (e.g. family emergencies, vacations, academic trips, etc.)
- Assist the Department in other ways as requested or assigned.

**TERMINATION/RESIGNATION**

The following behaviors, if committed by a RA are considered serious enough to warrant judicial referral, disciplinary action and/or termination from the RA position. Please note that this is not a comprehensive list. In the event that a RA is allegedly involved in a violation of residence hall and/or university policy, the RA as a student is also subject to adjudication through the judicial process of the University.

- Violation of residence hall and/or university policies and regulations.
- Behavior resulting in a felony conviction.
- Behavior resulting in a misdemeanor conviction that casts reasonable doubt on the likelihood of satisfactory job performance.
- Acts of negligence, depraved indifference and/or incompetence that cast reasonable doubt on the likelihood of job performance or endanger the safety of a student.
- Misuse or loss of keys.
- Refusal to comply with reasonable, legitimate and specific direction from the Area Director with regard to responsibilities expressed or implied in the job description and Department/Area Director expectations.
Behavior that can be reasonably considered to be seriously damaging to the ability of the university to meet its contractual responsibilities including, lying, interference with university job performance, etc.

- The use of alcohol or other drugs which violates any residence hall/university and/or state policies or expectations of RA positive role models including but not limited to: intoxication while on duty, responding to an emergency while intoxicated, or other alcohol violations which effect an RA’s ability to be seen as a positive role model.

**APPEALS**

Staff members will be made aware of conditions that would lead to employee disciplinary action or termination. Signing the RA job description and contract constitutes an understanding and acceptance of these conditions.

A staff member who wishes to appeal their termination must submit a notice to appeal within 48 hours of termination and a written appeal within five class days of employment termination notice. Staff members who face termination may appeal such a decision to the Director of Housing and Residential Life.

The Director of Housing and Residential Life may schedule a meeting with the appealing staff member to review the circumstances surrounding termination. Any pertinent information to the appeal must be presented in writing with supporting testimony in the appeal hearing. Written notification outlining the decision reached in the appeal meeting will be sent to the appealing staff member. **The appeal meeting with the Director of Housing and Residential Life will serve as the final appeal for termination of student staff.**

Termination of employment will require the departing staff member to be moved out 48 hours after receiving written notification of their termination.

In the case of a resignation, the RA must work with the Area Director to establish an appropriate move out date that will be no later than two weeks from the date of resignation. RAs who resign are not eligible to reside in the building they were assigned to as an RA without the permission of the Area Director.

Upon conclusion of employment, the Resident Assistant must complete a room check-out and return all RA supply items to the Area Director or Associate Director of Housing and Residential Life.

I accept the position of Resident Assistant, and agree to fulfill the duties and responsibilities for the entire summer term as listed in the job description, Area Director Expectations, staff goals, manuals, and handbooks. I agree to adhere to MSUM campus and department policies and procedures, and to conduct myself as a positive role model, both on and off campus. I understand that changes may be made to the expectations outlined in this contract. Failure to fulfill any of the above may result in the termination of this contract.

____________________________________________  __________________________________
Resident Assistant Signature                  Date