

Office of Residence Life
Resident Assistant Agreement 2016 - 2017 Academic Year

I, the undersigned, accept the following conditions regarding my employment with St. John's University as a Resident Assistant (RA) or Senior Resident Assistant (SRA) working within the philosophy of the Division of Student Affairs. The time period of my employment is from **August 9, 2016** (Senior RAs) / **August 14, 2016** (All RAs) **to and including May 15, 2017**. **I accept and am willing to fulfill the Resident Assistant role to the best of my ability.**

- A. That remuneration for services rendered shall be: room and board fees. I understand, if terminated from the RA position, I may be back charged for that semester's housing costs.
- B. That I shall remain in good academic standing with St. John's University, maintaining a minimum GPA requirement of 2.5 overall and an expected 2.5 semester average.
- C. That I shall demonstrate model student behavior on and off campus. Disciplinary violations on my part may impact my standing as a Resident Assistant.
- D. That academic credit hours and outside employment or internships will be limited to no more than 30 combined hours per week during the period of the Resident Assistant appointment. All employment and internships must be discussed with the Direct Supervisor and be authorized by the Associate Director of Residence Life. Resident Assistants will complete an Outside Employment/Activity form to receive approval for additional employment/activities at the beginning of each semester. Outside employment will be limited to twelve hours per week if approval is granted and academic credits will be limited to 18 credit hours per week. Any activities/outside employment I am involved in may not interfere with the Resident Assistant position in any way (i.e. training, staff meetings, duty, staff development, RA selection, 1 on 1 with supervisor, opening and closing of buildings, etc.).
- E. That RA training and opening responsibilities include all days, evenings, and weekends up until and including when classes begin during Fall and Spring Semesters. RAs are not allowed to have other commitments during this time. Therefore, I must report for training on the following dates (dates are subject to change):
 - 2016-2017 Fall Resident Assistant Training Dates
Sunday, August 14, 2016 – Sunday, August 21, 2016
 - 2016-2017 Spring Resident Assistant Training Dates
Friday, January 12, 2017 – Sunday January 15, 2017
- F. That I understand if the Residence Halls are open over break periods, I may be required to cover duty. If dining facilities are not open, RAs will be compensated for meals, but will not receive additional compensation during breaks.
- G. That I agree to:
 - 1. At no time use any illegal drugs or non-prescribed medication.
 - 2. Not consume alcoholic beverages while on duty, in training or at any time where I am directly responsible for the welfare of residents.
 - 3. Not possess or be involved with providing a false ID to myself or any person.
 - 4. Not consume alcoholic beverages with or provide alcohol to an underage person.
 - 5. Not consume alcoholic beverages if I am underage, whether off campus or on.
 - 6. Not consume alcoholic beverages on campus if I am of legal age, unless I am at an event in which alcohol is permitted.
 - 7. Not consume alcoholic beverages at all within the day I am on duty.
 - 8. Not promote off campus events where alcohol is being consumed.
 - 9. Not be incapacitated in the building. If I am unable to handle emergency situations, I should not return to the hall. I will call the voicemail of my Direct Supervisor and explain why I will not be returning.
- H. That I understand and accept the following responsibilities and duties. (The inclusive list will be outlined in Resident Assistant Training).

Programming/Community Building

- A. To develop activities based on the department's programming expectations according to the guidelines provided during RA training.
- B. To develop and maintain a positive on-going relationship with floor and residence hall students by visiting each floor/wing member at least once a week. Resident Assistants will be expected to develop strong relationships with all members of their floor/wing and engage them in regular reflective conversations in accordance with the programming model.
- C. To be regularly available to residents, including when not on duty, in order to establish community within the halls and to maintain a close relationship with residents. The Resident Assistant should not leave campus overnight without providing notification to his/ her Direct Supervisor. RAs who will be away for an extended period (away more than 48 consecutive hours) must seek approval from his/her Direct Supervisor. RAs will be expected to be in the halls the majority of weekends each semester.
- D. To ensure that an academic environment is maintained within the residence halls (i.e., curtailing the noise level, residence hall damage and maintenance concerns).

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- E. To assist with the orientation of new students. Additional responsibilities may be assigned during the beginning of the year or when working with special populations.

Meeting attendance

- A. To meet with your Direct Supervisor at least once every two weeks to discuss performance and provide floor updates.
- B. To attend weekly hall staff meetings and full staff meetings/in-services as they are scheduled. Full staff meetings will take place on the following dates from 7:30PM- 9:30PM (subject to change):
- Fall Semester Dates
- Saturday, October 15, 2016
 - Sunday, November 20, 2016
- Spring Semester Dates
- Saturday, April 8, 2017
- C. To support Hall Council and Residence Hall Association (i.e., attend and support meetings and programs).
- D. Participate in Open House and Accepted Students Day events on the following dates:
- Queens Campus Staff
 - i. Saturday, October 15, 2016
 - ii. Sunday, November 20, 2016
 - iii. Saturday, April 8, 2017
 - Staten Island Staff
 - i. Saturday, October 22
 - ii. Saturday, April 22
- E. Participate, as needed, in University Service Day on Friday, September 23, 2016 and Saturday, September 24, 2016.

Duty Responsibilities/Basic Protocol

- A. To explain, clarify and enforce student behavior in the residence halls in accordance with University policies and procedures and to input Incident Report forms immediately into the judicial database.
- B. To advise and assist students, within the limits of training and capability, on academic and social matters and, when necessary, to refer those students in need of specialized assistance to the appropriate University support agency (Counseling Center, Student Life, Campus Ministry, Public Safety, etc.). To communicate any problems associated with referrals to the Office of Residence Life and/or the Direct Supervisor.
- C. To participate in the duty rotation.
- D. To cooperate with Public Safety and other University officials to ensure proper safety procedures are adhered to within the residence halls and to be accountable to the Direct Supervisor on duty.
- E. To be responsible for the Z block, RA office, and master keys of the building and to use them only as directed in the Resident Assistant Manual. The loss or misuse of these keys may result in termination and/or restitution. These keys should never be given to a non-Residence Life staff member or be taken out of the Residence Halls.
- F. To assist the Dining Service personnel in maintaining an atmosphere that assists students to act responsibly, and in good taste within the University dining hall.
- G. To be attentive to the personal well-being of the residents of his/ her floor or wing in such areas as safety, security, and emergency situations. He/ she must be informed and able to instruct residents regarding evacuation procedures, safety procedures, and the location of fire-fighting equipment. He/ she will be expected to periodically inspect student rooms for health and safety purposes.

Administration

- A. To remain after the official closing of the residence halls at the beginning of each vacation period and at the close of each semester. At the conclusion of vacation he/ she must return to campus prior to the opening of his/ her residence hall at the scheduled time. The Resident Assistant may not remain in residence during vacation periods when the halls are officially closed, except with permission of the Director of Residence Life. Dates and times associated with RA closing and opening responsibilities will be determined by Residence Life.
- B. To assist with general administrative responsibilities (room selection, lock-outs, submitting and following up on maintenance requests, completing administrative paperwork as requested by the department and RD's etc).
- C. To maintain accurate records and to furnish relevant information about students to the Office of Residence Life (student damage, incident reports, Room Condition Reports, room changes, weekly reports as requested).

Miscellaneous

- A. To assist in the staff selection processes (recruitment, interview processes, and RA Class).
- B. Other duties as assigned by the Office of Residence Life.

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I understand that the job description above is not meant to be an exhaustive list of Resident Assistant tasks and that others may be assigned and will be used as part of the evaluation process for continuation in the RA position as well as rehire consideration for the next academic year. I understand that Resident Assistants are expected to abide by all expectations set by Residence Life professional staff members during training and throughout the year and will assist and answer directly to my Direct Supervisor (RD) and Senior Resident Assistant (SRA). I understand that I will need to devote the amount of time required to carry out the above duties and responsibilities.

I understand that the mission statement of the University identifies St. John's as a "Catholic and Vincentian University." It has, therefore, an institutional commitment to be faithful to the Christian message as it comes through the Catholic Church. Accordingly, Catholic ideals and principles will guide University policies and activities. I understand that as a Resident Assistant, I must specifically recognize the resulting responsibility to adhere to this commitment and to the Mission of the University.

I recognize that due to the unique nature of the duties and responsibilities of the Resident Assistant, my conduct must be above reproach. Staff members have a responsibility to behave in ways which will not have a detrimental effect upon the University or any member of the University Community. Furthermore, personal conduct should at all times conform with the law and University and Residence Hall policy. Finally, personal behavior should reflect consciousness of the role as a positive role model for students in the halls. I further agree and accept that the appointment to the position of Resident Assistant may be terminated at such time that I fail to abide by the above-mentioned conditions or specific expectations received in RA training.

I give the Associate Director in the Office of Residence Life permission to review my GPA and student conduct history at the beginning/end of the Fall semester and the beginning/end of the Spring semester to determine my continued eligibility for the Resident Assistant position. In addition, I give the Office of Student Conduct permission to release information regarding any pending conduct violations to my supervisor at any point during my time of employment as a Resident Assistant.

I understand that this position is for the 2016 – 2017 academic year. In order to be considered for future employment with Residence Life, I must be a full-time returning Undergraduate student in good academic and judicial standing and participate in the rehire process knowing that a position is not guaranteed.

Print name _____

Signature _____

X number _____

Date _____