COMMUNITY ASSISTANT AGREEMENT

Schedule and Availability
1. Adhere to the schedule published by the Department. This includes, but is not limited to: Arriving on campus before classes begin and fully participating in departmental training at the beginning of each semester, remaining on campus during academic break periods unless released by the Area Director, participating in Freshman Orientation and other departmental functions and events, and participating in the RACA Selection process as directed by the department.

2. Meet periodic requirements as directed by the department. This includes, but is not limited to: Attending weekly meetings as set by the Area Director, participating in and responding to periodic evaluations, and participating in ongoing staff training and professional development.

3. Meet availability requirements and deadlines as directed by the department. This includes, but is not limited to: fulfilling all on-call requirements, sleeping all weekday nights and 2 out of 3 weekend nights in my residence unless given express written consent to do otherwise by the Area Director.

4. Create a general feeling of availability to residents by being present and available; being proactive to cultivate quality relationships with residents.

5. Departmental commitments always have priority over all other co-curricular commitments. Attendance at all department activities is required unless absence is preapproved by the Area Director.

Duty Requirements
6. Fulfill all duty requirements as directed by the department. This includes, but is not limited to: Coordinating a rotating schedule with other staff members to serve as the on-call staff member for the apartment-style living areas from 7:00pm-1:00am (typically 1 night per week and 2 weekend nights per month), conducting 2 rounds per night at a minimum, keeping regular office hours in the College Park Community Center as directed by the department, inspecting and reporting routine maintenance issues, responding to emergency situations when called, and fulfilling academic break on-call requirements.

7. On a night a CA is on call, that CA must remain on campus and ready to respond to calls to at least 7:00am the next morning after completing their on-call hours, however, the CA may sleep or spend their time as they wish after 1:00am on weeknights and 2:00am on weekend nights.

8. Fulfill all paperwork requirements as directed by the department. This includes, but is not limited to: Information Reports, Programming Forms, Health & Safety Checks, RICs, and Evaluations.

9. Assist the Housing/Residence Life Offices with RIC forms and other paperwork when residents move in and apartment check-outs, typically at the end of each semester the day before, during and after graduation. CAs are required to work up to 2 office hours per week for department related needs and as instructed by the Area Director.

Specification of Hours Worked
10. A CA is considered to be working when responding to a call (emergency or otherwise), attending required meetings, events, training, and during the planning, preparation, and execution of programming requirements. When a CA is not working, s/he is free to spend their time as they wish (sleeping, studying, socializing, etc) unless otherwise specified in the agreement.

11. A CA agrees not exceed more than 40 hours in any one work week working for the University (this includes all positions employed by the University) and not to exceed a total of 872 hours during the agreement period.

12. A CA agrees to not work more than 10 hours per week in any other job, unless given express written consent by the Director of Residence Life.

Community Requirements
13. Develop and maintain quality relationships with all residents and staff. This includes, but is not limited to: Learning residents' names and apartment assignments.

14. Empower residents to build community. This includes, but is not limited to: Conducting community meetings as directed by the department, communicating the University's expectations about behavior, empowering residents to develop and maintain relationships with each other and with staff, encouraging residents to maintain acceptable standards of living and to confront individuals about inappropriate behavior while defending the rights of every individual, and facilitating roommate/suitemate agreements and mediation.

15. With maturity and respect, confront individuals about inappropriate behavior and University policy violations. Strive to build rapport with and communicate effectively with all students on campus, staff, and faculty.
Programming Requirements

16. Assess the needs of the residents and fulfill all programming requirements as directed by the department. This includes, but is not limited to: 2 passive educational programs per semester (bulletin board), 4 active, social, or educational programs a semester, and 2 community builders each semester.

17. Collaborate with the Residence Life Association (RLA) for programming and other activities.

Professional and Academic Requirements

18. Adhere to the Residence Life Standard of Professional Conduct for the duration of the contract period.

19. Familiarize myself with the University Student Staff Guidelines and agree to any additional standards of conduct and job expectations that are not mentioned within this agreement.

20. Familiarize myself with the student affairs profession and the University’s policies and procedures, using their resources as appropriate. This includes, but is not limited to: Career Center, Counseling and Disability Services, Diversity Support Services, Office of Safety and Security, Facilities Services, Financial Services, Admissions, Financial Aid, and Academic Departments.

21. Maintain myself as a role model in accordance with federal, state, and municipal laws; as well as University and department policies.

22. Maintain a semester and cumulative GPA of no less than 3.0. Should I fall below 3.0, I may be placed on a probationary period.

23. Maintain no less than 12 and no more than 17 credit hours per semester unless given express written consent by the Director of Residence Life.

Compensation

24. Compensation is in the form of room stipend equal to the cost of each CAs assigned living area plus the 45 meal block plan and is applied to each CA’s university account at the beginning of each semester of employment. CAs may choose a higher meal plan at their own expense.

25. The Housing Office will work with the CAs to arrange their housing assignments. The department retains the right to assign the CA’s housing at its discretion.

26. Additional stipend is available for CAs who work academic break periods at the rate of approximately $20.00 per night.

Termination

27. Failure to fulfill any part of this agreement may result in termination. That termination does not exclude any other disciplinary action applied through Drury’s student conduct process.

28. Compensation will be prorated should I leave or be removed from the position prior to its fulfillment.

29. If a CA is terminated, s/he may be assigned a different room than that which s/he worked as a CA.

Agreement Period: August 4, 2016 – May 13, 2017

By signing below, I have read this agreement, understand the terms of the CA position, and accept the position as described above as a member of the Residence Life Department of Drury University. I understand that this agreement is for the upcoming academic year only and does not create any obligation by the University to rehire me in the future.

_______________________________________________________   __________________
Student Signature          Date

_______________________________________________________   __________________
Director of Residence Life         Date