RESIDENT ASSISTANT AGREEMENT

Schedule and Availability
1. Adhere to the schedule published by the department. This includes, but is not limited to: Arriving to campus before classes begin and fully participating in departmental training at the beginning of each semester, remaining on campus for break periods unless released by my Residence Director, participating in Freshman Orientation, other departmental functions and events, and 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 Residence 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: Sleeping all weekday nights and 2 out of 3 weekend nights in my residence hall room unless granted written permission by my Residence Director to do otherwise.
4. Create a general feeling of availability to residents by being present and keeping room door open when able to.
5. Departmental commitments always have priority over all other co-curricular commitments. Attendance at all department activities is required unless your supervisor preapproves your absence.

Duty Requirements
6. Fulfill all duty requirements as directed by the department. This include, but is not limited to: Being on duty 7:00pm – 1:00am (weeknights) or 2:00am (weekends) typically 1 night per week and 1 weekend night per month, conducting 1 round through the residence hall each hour at a minimum, inspecting and reporting routine maintenance issues, responding to emergency situations when called, and participating in academic break on-call requirements.
7. On a night an RA is on duty, that RA must remain and be present in their room until at least 7:00am the next morning after completing their duty hours, however, the RA may sleep or spend their time as they wish.
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.

Specification of Hours Worked
9. An RA is considered to be working when on duty, responding to a call (emergency or otherwise), attending required meetings, events, training, and during the planning, preparation, and execution of programming requirements. When an RA is not working, s/he is free to spend their time as they wish (sleeping, studying, socializing, etc.) unless otherwise specified in the agreement.
10. An RA 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.
11. An RA may 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
12. Develop and maintain relationships with all residents and staff. This includes, but is not limited to: Knowing my residents’ names by the end of the first full week of class, knowing all the names of the residents in my building by the end of September, and creating a general feeling of openness and respect.
13. Empower residents to build community. This includes, but is not limited to: Conducting hall and floor 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.
14. 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
15. Assess the needs of the residents and fulfill all programming requirements as directed by the department. This includes, but is not limited to: Maintain the University’s and department’s philosophy when fulfilling all programming requirements, name tag and hallway decorations for all residents for both semesters, 2 passive educational programs per semester (bulletin boards), 3 active social or educational programs per semester, 4 community builders per semester.
16. Collaborate with the Residence Life Association (RLA) for programming and other activities. Each respective hall staff must elect one of their team members to serve as the RLA representative from their hall.

**Professional and Academic Requirements**

17. Adhere to the Residence Life Standard of Professional Conduct for the duration of the contract period.
18. 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.
19. 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.
20. Maintain myself as a role model in accordance with federal, state, and municipal laws; as well as University and department policies.
21. Maintain a semester and cumulative GPA of no less than 3.0. Should I fall below 3.0, I may subject myself to a probationary period.
22. 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**

23. Compensation is in the form of room and board stipend equal to the cost of each RA's assigned residence hall plus the 120 meal block plan and is applied to each RA’s university account at the beginning of each semester of employment. RAs may choose a higher meal plan at their own expense.
24. RAs will be given their hall/room assignments at the discretion of the department and are required to submit a Returning Student Residence Hall Contract.
25. When available, RAs will receive a private room at no charge. In the event that the housing enrollment necessitates, a roommate may be placed with you on a temporary or permanent basis.
26. Additional stipend is available for RAs 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 an RA is terminated, s/he will not be assigned a room in the same residence hall in which s/he worked as an RA.

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

By signing below, I have read this agreement, understand the terms of the RA 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