Resident Assistant (RA) Position Description and Agreement
2015-2016 Academic Year

Name:

Placement:

Appointment Period: August 3, 2015 to May 9, 2016*

E-Mail: @u.boisestate.edu

*RAs should anticipate being moved in to their housing assignment prepared for Fall Training, which starts at 9am on Monday, August 3, 2015. Selected RAs will be notified by May 1, 2015 if this date changes (a new date would only be later in August, not earlier)

Expectations of this Leadership Position
Under the supervision of a Resident Director (RD), Resident Assistants serve as liaisons between Housing and Residence Life and residents throughout the academic year. The following sections outline what Housing and Residence Life expects of Resident Assistants, as well as what our student staff can expect from us as a department. As you read through this position description and agreement, please make note of any questions you may have and be sure to gain clarification, if needed, from a Resident Director prior to signing.

POSITION REQUIREMENTS

- Have at least one (1) completed semester of on-campus living experience (or other approved "similar experience") prior to the employment start date.
- RA appointments are made for one academic year – early August (up to 2 weeks prior to the beginning of the semester) to mid-May. Re-appointment to the position is not guaranteed and is based upon performance throughout the appointment period. Incumbents interested in returning must be recommended for re-appointment by their supervisor.
  - Given the importance of relationship building and guiding residents through concepts of learning, it is critical for RAs to serve the full academic year.
- RAs are required to complete a background check prior to the start of employment.
  - As a student employee, RAs are role models and thus subject to all University Policies, Housing and Residence Life Standards & Expectations, the Student Code of Conduct, and local, State and Federal laws. Housing and Residence Life may check with any and all relevant departments, offices, and relevant agencies at any time to ensure compliance.
  - Results of the background check will be reviewed, and may prompt a review of the candidate’s appropriateness for the position, or cause the revocation of the RA position offer.
  - In order to complete the comprehensive background check, selected RAs will receive an email from a third party (Sterling Systems) to their Broncomail account where they will have five (5) days to respond and complete the information required.
- All Resident Assistants must apply for housing and have a completed Housing and Meal Plan Agreement on file prior to the start of the position. The Security Deposit must be paid by Friday, March 13, 2015.
- RAs must be available via phone and Boise State issued e-mail daily throughout the period of the appointment. E-mail, phone voicemail, and staff mailbox must be checked daily. RA’s Boise State e-mail addresses will be published and made available to residents enabling them to contact RAs when necessary. Additionally, RAs private phone numbers will be made available to only Housing and Residence Life staff for emergency purposes.
- RAs are responsible for reading and understanding the RA manual, Boise State University policies, the Student Code of Conduct, Housing and Residence Life policies and procedures, and any additional assigned literature, in addition to seeking clarification when necessary. It is better to ask questions to gain a better understanding, than to guess an answer and potentially lead someone astray.
- RAs must complete Boise State’s Compliance Certification within 30 days of hire date in addition to other required training offered through the University. Failure to complete this training by the deadline may result in position termination.
- RAs are responsible for being actively involved and participating in staff development in-service opportunities.
• Must be in “Good Standing” with Housing and Residence Life and the University (student conduct, academic, and financial status). As a role model and student affairs educator, it is critical to uphold and adhere to all University policies, including the Student Code of Conduct, and Housing and Residence Life policies and procedures, realizing the impact on the community and staff when these standards are violated.
• Available to be on duty during Fall and Spring Break periods.

ACADEMIC REQUIREMENTS
• Must be a student at Boise State working towards a degree. All undergraduates must be enrolled and attending classes with a minimum of 12 units per semester for the period of the appointment. Your direct supervisor must approve more than 18 units per semester. Graduate students must be enrolled in a minimum of 6 units per semester, and must obtain approval for more than 12 units for the period of appointment.
• Good academic standing at Boise State must be demonstrated upon application and maintained throughout appointment. This means that Resident Assistants must have, and maintain, at the beginning and throughout the appointment, the following:
  o A cumulative grade point average of 2.5.
  o A semester grade point average of 2.5.
  o Have passed at least 12 units (or 6 graduate units) the semester prior to, and each semester throughout the appointment (academic work during Summer sessions do not count towards Fall or Spring GPA or credits earned, but may impact Cumulative GPA).
• Failure to maintain these academic requirements will result in academic probation and/or early termination from the position.
  o New RAs failing to meet all criteria (semester and cumulative GPA; passed units) by the start of employment could result in termination prior to the appointment start date.
  o If an RA currently on staff or returning to staff is missing one of these three ‘good standing’ criteria, it will result in academic probation for one semester. After which, if all three criteria are not met, the RAs position will be terminated.
  o If an RA currently on staff or returning to staff is missing two or more of these criteria at the end of an academic semester, it will result in the position being terminated, and that individual will not be eligible to apply for the position until all three criteria are met.
• Weekly staff meetings are scheduled from 9pm-11pm on Tuesday nights. RAs are responsible for not scheduling classes during this time period unless they can provide written documentation from an academic advisor citing the class is required for graduation and is not offered at an alternate time or different semester.

GENERAL RESPONSIBILITIES

Administrative Tasks:
• Completing occupancy tasks including: completing room inventory forms, occupancy reports, maintenance of student files, and updating electronic occupancy records
• Assisting in maintaining facilities standards by: entering work orders into TMA (facilities work order database), maintaining up to date postings within the halls and completing health and safety inspections once per semester
• Keeping the RDs informed by: accurate and timely entry of incidents into the Advocate System, filing accurate duty logs, submitting thorough and thoughtful Monthly Reflection Logs by the 5th of each month, completing program evaluations within 48 hours of the event, and completing on-call and desk change forms promptly
• Additional tasks and paperwork associated with Housing facilities (as directed by an RD)
• All reporting must be done immediately (example: if a behavioral situation occurs on call the report must be filed as soon as the incident has concluded)

Availability:
• RAs are required to have weekly/bi-weekly one on one meetings with their supervising RD in order to communicate specific information regarding their assigned area, residents and facilities. All meetings are mandatory.
• It is expected RAs are in their community and available to residents a significant portion of their time. This time may include primary responsibilities such as attendance at staff meetings, participating in community meetings, dedicating time to perform administrative functions or may include secondary responsibilities such as availability for drop-in discussions with residents, referrals, or even studying in a common area. Additionally, all weekends away must be
coordinated with the supervising RD who will maintain a staffing schedule to ensure appropriate staffing and to coordinate staffing over break periods as needed.

- Each staff provides on-call duty coverage over Fall and Spring break periods. There is a separate application for working Winter break coverage and additional compensation is provided for RAs selected to work during this time.
- All staff are required to be present for Opening and Closing weekends during the fall and spring semesters, as well as during the first two and last two weekends of each semester. During high traffic weekends (major athletic, University, and Housing events) RDs/ADRL may limit weekend away requests.

**Community Building:**
- RAs are responsible for creating intentional interactions with their residents by fulfilling all aspects of the interaction model for their area as prescribed by the department. Intentional interactions are intended to create a sense of community, promote good citizenship, encourage civility, foster academic success and assist in the personal growth of residents.

**Confidentiality:**
- RAs come in contact with sensitive information as they work with students. Much of this information may be protected by a number of local, state and federal laws, including the Family Education Right to Privacy Act (FERPA). Information covered by FERPA and other laws may not be released by staff unless specific conditions are met. Staff members are required to sign and abide by a confidentiality statement. There may be personal liability to the staff member who releases information inappropriately. Responsibility for any such violations will rest solely with the staff member.

**Desk Service:**
- During weekend on-call, RAs will cover twelve (12) desk hours per weekend (Saturday and Sunday only) during hours the Resident Director deems appropriate for their community.

**On Call Responsibility:**
- Every RA serves in an emergency on-call/student resource rotation (7pm -8am daily; 24 hours on weekends). These responsibilities are specifically outlined in the RA Manual and will be discussed thoroughly during training but include being visible and walking completely around/through the complex where those RAs are responsible. These “rounds” occur several times per evening and are designed to ensure visibility, safety, and compliance with University and Housing and Residence Life Community Standards.

**Other Duties as Assigned:**
- RAs may be asked to assist with a variety of other duties and responsibilities that are not listed above. Such things include administrative work and expectations assigned by the Resident Director that support the overall operation of the facilities and success of the residents.

**Residential College and Living-Learning Communities:**
- RAs who are assigned to work on Residential College or Living Learning Community (RC/LLC) floors may have modified duties in order to align with the needs and priorities of the RC/LLC. These modifications may include altered or augmented programming requirements, joint programs with the RC/LLC staff, registration and/or attendance in the RC/LLC class, additional orientations or trainings and additional meetings with RC/LLC faculty, staff, coordinators or the Resident Director. Any modifications will be discussed with the RA assigned to the floor and may be modified throughout the year as the needs of the community dictate.

**Role-modeling, Ethics and Credibility:**
- RAs are expected to be positive role models and ethical decision-makers at all times, both on and off campus. RAs’ behavior should reflect positively on Boise State and Housing & Residence Life.
  - It is essential that RAs do not engage in speech or behavior that compromises their credibility, nor the credibility of their peers, team, department, or university. These actions include but are not limited to their online Social Media presence and activities on and off campus.
As a university official, students look to RAs for leadership therefore they should make healthy and sound decisions. It is essential that RAs respect their residents, peers, supervisor, and position – treating each with care.

To avoid concerns related to conflict of interest and/or sexual harassment, RAs in or considering starting a romantic relationship with a resident or another staff member must share this relationship with their Resident Director so that together, appropriate steps can be taken, up to and including possible relocation of staff member and/or residents.

If it is deemed that RAs are using their position to take advantage or negatively influence others or have a conflict of interest, personnel action may be taken.

Department Committees
- Participate on one of several building-specific or department-wide committees, working approximately 2-3 hours a week (on average) to accomplish committee goals and projects – ‘work’ may be completed during meetings or as ‘homework.’
  - Realize some weeks may be more work than others and each committee will be different
  - Attendance – RAs should be attending every meeting, unless previous approval is received from committee advisor/chair (not supervisor)
  - Committee members are responsible for sharing regular updates and seeking feedback during staff meetings on committee projects
  - It is the goal of Housing and Residence Life for committee responsibilities to help further develop RAs knowledge and skills in various areas – while the projects committees are working on are important to residents and the department, this work is more about the process than the product.

COMMITMENTS BEYOND THE POSITION

Your direct supervisor must approve any outside commitments, including pre-existing or new employment and/or leadership opportunities (beyond the expected 20 hours/week expectation when you are directly interacting with residents). This is in place because these ‘outside hours’ have been demonstrated to interfere with an RAs ability to be a successful staff member. This includes the following limitations:

- Due to its focus on relationships and customer service within your building, you may work up to 20 hours per week at the service desk (it is likely you will be scheduled less than 20 hours). This is a separate position called “Desk Assistant,” (DA) paid hourly, and supervised by the Resident Director of that building/area.
- If choosing to work outside our residential communities (not at a service desk), you may work up to 15 hours per week.
- If choosing to work inside and outside our residential communities, you may work up to 15 hours outside the residence hall and/or up to 10 hours as a Desk Assistant, with total weekly hours NOT to exceed 20 hours. Boise State policy states students cannot work more than 20 hours per week during Fall and Spring semester (when classes are in session during these terms).
- To honor academic commitments, if you are participating in a for-credit internship, practicum, student teaching, etc, you may ‘work’ up to 15 hours per week (internship and any employment hours must be equal to or less than 15 hours per week).

The goal of this component of the position description is to allow RAs to participate in academic for-credit opportunities, on and off-campus employment (outside the residence halls), or to work as a Desk Assistant in our residential communities. For example, you could work 8 hours as a DA, the Rec Center for 10 hours, and have an internship for 5 hours every week. RAs will submit their schedule of classes and other commitments outside of the position to their supervisor one week before classes begin each semester. As a reminder, Boise State students cannot work more than 20 hours per week during Fall and Spring semesters; nor can they work more than 30 hours per week during break periods (Summer and Winter).

Note: Pending an RAs performance, their supervisor may limit any of the above hours (DA, on or off-campus employment, and/or for-credit opportunities) until the staff member’s performance improves.

COMPENSATION
- RAs are provided one single room space for the duration of appointment (space to be assigned based upon community needs)
  - It is expected RAs live in their assigned space throughout the duration of the position.
  - For RAs placed in an Apartment community:
- Staff cannot sub-lease or collect rent on the additional bedroom, where applicable. RAs need to discuss any special circumstances with the Apartments’ RD.
- With utilities bundled into apartment rent (including cable, electricity, gas, and laundry), Housing and Residence Life will cover utilities for these staff members up to a pre-designated ‘cap’ listed in the lease agreement, after which RAs will be responsible for any overage charges related to gas and/or electricity.
- RAs receive a meal plan which can be used when dining facilities are open to residents (primarily during the academic semester).
  - Staff members are provided a meal plan and are expected to use this plan during the course of an academic semester to build relationships with residents who live in their community.
- RAs are provided the opportunity to work a minimum of four (4) paid desk shifts each week in my community. This is not a requirement, but highly encouraged as a way to be visible in the community and earn extra money.
- When on-campus dining options are closed (for the entire day), Housing and Residence Life staff will provide food and/or remuneration for RAs on Duty.

NOTE: Compensation in the form of housing and board is excluded from income subject to taxes as long as your position requires you live on the premises. Most housing is furnished for the convenience of the university and for a substantial non-compensatory business reason, and it is a condition of employment necessitated by the proper performance of duties. However, this compensation package may affect your financial aid eligibility and/or may alter the financial aid you receive. It is highly encouraged you speak with a financial aid representative in order to determine what, if any, impact this position may have on your financial aid.

TERMINATION OF EMPLOYMENT
- If an RA chooses to resign, they will write a letter of resignation and give it to their supervisor.
- Resident Assistants can be terminated for violation of Boise State University policies, Housing and Residence Life policies, public law, or failing to follow the direction of an RAs supervisor at any time deemed necessary.
  - If an RA is removed from their position, they have an opportunity to appeal the decision in writing within three business days from termination. Appeals can be submitted to the Associate Director of Housing and Residence Life.
- Should an RAs position be terminated (by the department or RA) prior to the end of the period of employment, that individual will be relocated at their expense to another location outside of the staff area for which they were on duty for and rent will be pro-rated.
- Upon termination of the position, all necessary paperwork must be completed.
  - It is the RAs responsibility to meet with their direct supervisor to determine an appropriate housing re-assignment and to schedule an appointment to return RA supplies/materials and check out of their current assignment.
  - RAs also are financially responsible for any unreturned items and, if applicable, an improper check out fee – charges will be posted to the students account
  - Resident Assistants who resign or are terminated from the position are subject to penalties associated with the departmental purchase of a meal plan. Meal plans are non-transferable, as such, resignation or termination of the position may result in the former employee being charged the remaining pro-rated amount of their meal plan. In the case that a former employee resigns or is terminated from the position and chooses to live off campus, the former employee may be subject to normal housing penalties associated with breaking the housing agreement.

Important Dates
The contract period includes both pre-service and in-service training sessions. RAs are required to be in residence and participate fully in all training and team-building activities which take place at the beginning of each semester. The following dates are examples of commitments where it is expected RAs are present and engaged:

- Spring Staff Meet and Greet- April 7, 2015 9:00pm Location TBA (Date may change)
- Fall Training- August 3, 2015 to August 23, 2015 (including opening weekend)
- RAs can leave for Winter break at their supervisor’s discretion starting December 19, 2015 after noon (12pm).
- Spring Training- January 6, 2016 to January 10, 2016 (including opening weekend)
• Assists in the selection of the 2016-2017 RA Staff, to occur during a Friday-Sunday time frame mid-February (Recruitment & Selection Committee will choose dates)

RAs will not be excused from their RA responsibilities including training, recruitment and selection events for commitments including Orientation, athletic competitions, leadership trainings, personal vacations, outside employment, student organizations or other on or off campus activities, to name a few. Exceptions are granted by each RAs’ Resident Director on an individual basis only.

The information below indicates basic responsibilities and expectations of all RAs at Boise State University. Upon selection, you will be asked to sign this agreement stating you understand and agree to these items.

• I understand the RA position begins on Monday, August 3, 2015 and automatically terminates on May 9, 2016.
• I accept the duties of the position and will perform them as outlined.
• I agree to accept additional duties as directed in training or meetings or by my direct supervisor, not explicitly listed in this document.
• If I have any individual needs or accommodations that would restrict me from performing any part of the RA duties, I have already requested these needs in writing with my direct supervisor for next year. I understand RA duties do require some physical work that would include climbing up to flights of stairs, walking between buildings, and lifting objects.
• I understand that as an RA, I may be moved or reassigned to another residence hall at the discretion of the Resident Director.

□ I accept the offered position with Housing and Residence Life for the 2015-2016 Academic Year
□ I DO NOT accept the offered position with Housing and Residence Life for the 2015-2016 Academic Year

Printed Name:_________________________  Student ID Number: _____________

Signature: ________________________________  Date: __________________________

Email: ___________________  Contact Phone: ___________________  Address: ____________________________

Do you have any special dietary needs?

□ Vegetarian   □ Halal

□ Vegan   □ Gluten Free

□ Kosher   □ Nut Free

□ Other: Please specify your needs   □ No Dairy

______________________________  ______________________________