Program Assistant (PA) Position Description and Agreement

2016-2017 Academic Year

Name: ________________________________
Placement: ________________________________

Appointment Period: August 8, 2016 to May 8, 2017*  
E-Mail: ________________________________@u.boisestate.edu

*PAs should anticipate being moved in to their housing assignment prepared for Fall Training, which starts at 9am on Monday, August 8, 2016. Selected PAs will be notified by May 1, 2016 if this date changes (a new date would only be later in August, not earlier)

Expectations of this Leadership Position

Under supervision of the Assistant Director for Residential Education and oversight by a Faculty in Residence (FIR), Program Assistants serve as liaisons between Housing and Residence Life and residents throughout the academic year, providing social and educational programming opportunities that connect learning inside and outside the classroom. The following sections outline what Housing and Residence Life expects of Program 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 the Assistant Director prior to signing.

POSITION REQUIREMENTS

- Have at least one (1) completed semester of on-campus living experience in a living learning community (or other approved “similar experience”) prior to the employment start date.
- PA 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.
  o Given the importance of relationship building and guiding residents through concepts of learning, it is critical for PAs to serve the full academic year.
- PAs are required to complete a background check prior to the start of employment.
  o As a student employee, PAs 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.
  o 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 PA position offer.
  o In order to complete the comprehensive background check, selected PAs 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 Program 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 18, 2016.
- PAs 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. PAs’s Boise State e-mail addresses will be published and made available to residents enabling them to contact PAs when necessary. Additionally, PAs private phone numbers will be made available to only Housing and Residence Life staff for emergency purposes.
- PAs are responsible for reading and understanding the PA manual, Boise State University policies, the Student Code of Conduct, Housing and Residence Life Standards and Expectations, and any additional assigned literature, and for seeking clarification when necessary.
- PAs must complete Boise State’s Compliance Certification within 30 days of start date in addition to other required training offered through the University. Failure to complete this training by the deadline may result in position termination.
- PAs are responsible for being actively involved and participating in staff development in-service opportunities.
  o 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 Standards and Expectations, realizing the impact on the community and staff when these standards are violated.
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 9 units for the period of appointment.
- Good academic standing at Boise State must be demonstrated upon application and maintained throughout appointment. This means that Program Assistants must have, and maintain, at the beginning and throughout the appointment, the following:
  - A cumulative grade point average of 2.5.
  - A semester grade point average of 2.5.
  - 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.
  - New PAs 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.
  - If a PA 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 PAs position will be terminated.
  - If a PA 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.

GENERAL RESPONSIBILITIES

Advisor/Liaison:
Program Assistants implement the goals of Housing and Residence Life within the Living Learning Communities at Boise State University. Program Assistants serve as a liaison between the Housing and Residence Life administration, the Faculty-in-Residence/Faculty Coordinator, and the students participating in the Living-Learning Communities. Program Assistants foster an atmosphere of academic, social, cultural, and emotional growth. Program Assistants are responsible for the well-being of the students in the area that they have been assigned, as well as reporting the general atmosphere, the programs and the physical facilities of the area by contacting appropriate staff members when problems arise. The Program Assistant will meet regularly with the Faculty-in-Residence/Faculty Coordinator, the Assistant Director for Residential Education, and the Resident Assistant in their community to collaborate on programmatic ideas and activities.

Class Attendance:
Program Assistants are not required to enroll in the class associated with the community (i.e., KINES 150/250), but they are required to attend and assist with planning for the class. This is an employment requirement and PA’s may not schedule other classes or other commitments at this time.

Community Building:
A primary responsibility of the Program Assistant is to help establish and maintain a positive living and learning environment for the residents within the Program Assistant’s community. PA’s will consistently offer activities that create a sense of community and will provide residents the opportunity to get to know each other.

Conduct:
PAs are responsible for understanding and abiding by the policies and procedures in the Student Conduct Code, the Residence Hall & Apartment Handbook and the specific procedures for your assigned area in practice, in rationale, and in spirit. Due to the importance placed on role-modeling, staff may be terminated for violations of University policies, including those set forth by Housing and Residence Life, or state or federal law, whether the offense took place or campus or off campus. While the primary responsibility for confrontation may lie with the RA, PA’s are expected to support and assist in confrontation as necessary on the floor. PA’s will not condone or promote policy violations and will report any violations to the Resident Assistant and/or Resident Director.

Confidentiality/Communication:
Staff will come in contact with sensitive information as they work with students. It is essential that PA’s communicate all concerns with their supervisors, but not other staff or students. It is important to maintain confidentiality in relation to all conduct or student issues that the PA may encounter within their role. They should not discuss these events with other students/staff unless directed to do so by their supervisor. In regard to communication that has information involving
students or sensitive incidents, refer inquiries to your supervisor. Any media inquiries should be forwarded to the Assistant Director for Residential Education.

**Housing Agreement:**
PAs are required to live in the community in which they are assigned. Housing and Residence Life assigns staff based on the needs of the community and the determined staffing patterns. Each PA is required to complete a Residence Hall Agreement. Upon early termination of job responsibilities (whether through resignation or termination), the PA will be responsible for the completion of the Agreement terms and any necessary financial obligations of the Agreement; as well as be relocated outside the community where they were a PA.

**In-services/Meetings:**
In order to offer on-going training opportunities, staff will be required to attend assigned meetings and in-services. PAs may be required attend portions of the residence hall weekly area staff meetings; this will be determined by the supervisor and Resident Director. PAs will be required to attend weekly meetings with the faculty in residence/faculty coordinator and bi-weekly meetings with the Assistant Director for Residential Education, the Resident Director, and the Resident Assistant.

**Key Responsibility:**
The Program Assistant is responsible for the cost of any lock/key changes if any keys issued by Housing and Residence Life or the Faculty-in-Residence/Faculty Coordinator are lost.

**Residence Hall Opening**
While RA staff members are required to provide duty coverage for the halls, PA’s will provide support in their presence during hall opening, both Fall and Spring semesters. PA’s will assist the RA staff with the official welcome activities for the hall and assist with meeting and greeting new residents.

**Residential Education and Activity Development within the Residential College:**
PA’s are expected to promote the development of residence hall students by providing social and educational programming related to each Living-Learning Community and the Residential College as a whole. Community-specific programs will be planned in conjunction with the Faculty-in-Residence/Faculty Coordinator. PA’s will work with the Assistant Director for Residential Education to create several larger activities for the entire LLC community.

**Student Employment Guidelines:**
PA staff will receive a copy of Boise State University Student Employment Guidelines. Staff members are required to read and abide by the policies contained within that document.

**Time Commitment:**
The PA position requires a substantial time commitment from students. It is important to examine all time commitments of staff that will work in opposition to their ability to perform well as a student and PA. It is anticipated that program planning and meeting attendance will occupy an average 20 hours per week. There may be weeks when a PAs time commitment to the positions is more or less than this ‘average.’

- Employment outside of the PA position or any other time commitment over 3 hours per week (internship, student teaching, etc.), must be approved by the Assistant Director for Residential Education and the PAs direct Faculty in Residence.
- Staff will not be able to register for the second session of summer school as it conflicts with staff training in August.

**Training:**
In order to provide sound training for staff and to coordinate the opening of the Residence Halls, all PAs must plan their arrival times in accordance with the following dates:

- Fall Semester: Staff is required to be present in training which begins at 9:00am on August 8, 2016.
- Spring Semester: Staff is required to arrive no later January 4, 2017. (This date may change to a later date if necessary, but for now, count on returning at this time).

PA’s will receive special training on responsibilities of the Living-Learning community, but will also may be a part of general training of the Housing staff in order to promote positive relationships within the hall staffs. PA training schedules will adhere to the scheduled return dates unless otherwise noted during the summer or fall by the Assistant Director for Residential Education.
Role-modeling, Ethics and Credibility:
- PAs are expected to be positive role models and ethical decision-makers at all times, both on and off campus. PAs’ behavior should reflect positively on Boise State and Housing & Residence Life.
  - It is essential that PAs 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 PAs for leadership therefore they should make healthy and sound decisions. It is essential that PAs respect their residents, peers, supervisor, and position – treating each with care.
  - To avoid concerns related to conflict of interest and/or sexual harassment, PAs in or considering starting a romantic relationship with a resident or another staff member must share this relationship with their Faculty in Residence and the Assistant Director of Residential Education. Together, the team can take appropriate steps to manage the situation, up to and including possible relocation of staff member and/or residents.
  - If it is deemed that PAs are using their position to take advantage or negatively influence others or have a conflict of interest, personnel action may be taken.

Other Duties as Assigned:
- Please understand that PAs 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 each supervisor that support the overall in operation of the community.

COMPENSATION
PAs are provided one single room space for the duration of appointment (space to be assigned based upon community needs)
- It is expected PAs live in their assigned space throughout the duration of the position.

PAs 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 (14 meals a week) and are expected to use this plan during the course of an academic semester to build relationships with residents who live in their community.

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 a PA chooses to resign, they will write a letter of resignation and give it to their supervisor.
- Program Assistants can be terminated for violation of Boise State University policies, Housing and Residence Life Standards and Expectations, public law, or failing to follow the direction of a PAs supervisor at any time deemed necessary.
  - If a PA 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 Director of Housing and Residence Life.
- Should a PA’s position be terminated (by the department or PA) 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 in which they lived and rent will be pro-rated.
- Upon termination of the position, all necessary paperwork must be completed.
  - It is the PA’s responsibility to meet with their direct supervisor to determine an appropriate housing re-assignment and to schedule an appointment to return PA supplies/materials and check out of their current assignment.
  - PAs also are financially responsible for any unreturned items and, if applicable, an improper check out fee – charges will be posted to the students account
  - Program 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. PAs 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:

- **Fall Training**: August 8, 2016 to August 21, 2016 (including opening weekend)
- **PAs** can leave for Winter break at their supervisor’s discretion starting December 17, 2016 after noon (12pm).
- **Spring Training**: January 4, 2017 to January 8, 2017 (including opening weekend)
- Assists in the selection of the 2017-2018 PA Staff, including individual interviews and a group process to occur during mid-February (PAs will be notified of dates by December 1, 2016)

PAs will not be excused from their responsibilities including training, recruitment and selection events for commitments including Orientation, athletic competitions, leadership trainings, vacations, outside employment, student organizations or other on or off campus activities. Individual exceptions may be granted by the Assistant Director for Residential Education.

The information below indicates understanding and acceptance for the basic responsibilities and expectations of all PAs 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 PA position begins on Monday, August 8, 2016 and automatically terminates on May 8, 2017.
- 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 PA duties, I have already requested these needs in writing with my direct supervisor for next year. I understand PA 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 a PA, I may be moved or reassigned to another residence hall at the discretion of the Assistant Director for Residential Education.

I accept the offered position with Housing and Residence Life for the 2016-2017 Academic Year

I DO NOT accept the offered position with Housing and Residence Life for the 2016-2017 Academic Year

Printed Name: ___________________________________________  Student ID Number: ________________

Signature: ___________________________________________  Date: ______________________

Email: ___________________________ @u.boisestate.edu  Phone Number: ___________________________