

The Department Housing and Residence Life is pleased to extend this contract to you for the position of **Resident Assistant** for the 20010-2011 academic year. You have been assigned to _____ effective **August 11, 2010** (however, please note that your responsibility to be a good role model and follow all policies begins when you turn in this contract). Please note that this is a tentative assignment since personnel changes may occur prior to your arrival or after the academic year begins.

You should accept this position with the understanding that you must continually satisfy all of the requirements and responsibilities that this job entails. Keep in mind this is a 24 hour/day position with varied job expectations and job responsibilities. If you do not fully understand the requirements, duties or responsibilities of the job, please contact any full-time staff member before signing this contract.

REMUNERATION:

You will receive a room and a board plan. Please note that your employment has the potential to affect your financial aid status and you should discuss this with the Financial Aid Office.

JOB REQUIREMENTS:

Academic Requirements: An essential role of the Resident Assistant is that of academic role model. Minimum GPA requirement for first time staff members is 2.5 and 2.75 for returning staff members. The policy is enforced as follows:

- If your semester GPA falls below minimum stated above, minimally, you will be placed on probation.
- If your semester GPA falls below the minimum stated above for a second consecutive semester, your contract will be terminated.
- If your cumulative GPA falls below the minimum stated above your contract will be terminated.

In order to take more than 18 credits, you must first receive supervisor approval.

Assistant/Liaison: Resident Assistants implement the goals of the Department of Housing and Residence Life (HRL) within the Living Centers and Apartment areas. These staff members serve as a liaison between the HRL administration and the students in our Living Areas. Resident Assistants foster an atmosphere for academic, social, cultural and emotional growth. As a Resident Assistant, you are responsible for the well being of the students in your assigned area, as well as the general atmosphere, the programs and the physical facilities of the residential area.

Arrival/Departure Dates: To coordinate the administrative tasks associated with opening and closing the Living Areas, all Resident Assistants must plan their departure and arrival times in accordance with the following break periods:

- **Fall Arrival:** You are required to arrive to campus and check out your keys no later than **9:00pm on Tuesday, August 10, 2010**.
- **Winter Break:** You may leave no earlier than the Saturday following exams or upon the completion of your closing responsibilities. You must return for training no later than Noon on the Thursday before classes begin for the winter semester unless otherwise specified.
- **Closing:** You may leave no earlier than the Sunday following final exams or upon the completion of your closing responsibilities.

In addition, staff will be expected to assist with on-going administrative tasks which could include fire safety checks, reports to your supervisor, etc.

Campus Life Night: All staff are required to participate in Campus Life Night. Campus Life Night is held on the Tuesday following Labor Day in September.

Communication: All communication (written, oral, or electronic) should be courteous, inclusive and representative of your status as a role model. This would include job related as well as personal communication. Also, it is required that you maintain and monitor your GVSU e-mail and blackboard accounts.

Community Building: A primary responsibility of the Resident Assistant is to help establish and maintain a positive living and learning environment for the residents within the Resident Assistant's assigned area. Additionally, you should take a supportive interest in the community-based government by attending community meetings in your assigned area to keep informed about current events within your building and throughout the campus. It will be necessary to attend Community Council and RHA meetings as assigned by your supervisor.

Community Reading: Staff will receive a common reading book before winter break of their employment year. Book discussions will be conducted during winter training.

Conduct: You are responsible for understanding and abiding by the policies and procedures in the Student Code, the HRL Handbook, local, federal, and state law, and the specific procedures for your assigned area in fact, in rationale and in spirit.

Confidentiality: It is important to maintain confidentiality in relation to all conduct or student issues that the Resident Assistant may encounter within his/her role (i.e. the Resident Assistant must keep his/her supervisor informed of all important events and must not discuss these events with other students/staff unless directed to do so by their supervisor).

Duty Responsibility: Each Resident Assistant is required to serve as an emergency on-call/student resource during pre-determined periods as established by their supervisor. Please see the HRL Training Manual for specific information regarding duty responsibility. This includes covering Thanksgiving and Spring Breaks with no additional compensation.

In-services/Meetings: In order to be able to offer on-going training opportunities, HRL requires all Resident Assistants to attend all in-service dates. In-services will be scheduled from 4-6pm on Fridays for the following dates: 9/17/10, 10/15/10, 11/12/10, 2/18/11, 3/18/11. It is a basic expectation that the RA will attend all in-services, training sessions, and meetings on time and in full preparation. In addition, RAs will have weekly staff meetings with their assigned staff team. Please plan on two hours for this commitment. Finally, RAs will have one-on-one meetings with their supervisor as determined by that person. If in the opinion of and at the sole discretion of your supervisors it is believed that additional training sessions of any nature will be of benefit to you in fulfilling your role as an RA, you may be asked to attend such session(s) in addition to those enumerated in this agreement.

Housing Application and Contract: Any student living in GVSU housing, whether staff or general student, must have a housing application and contract on file. This application enters you into the database so that your bed assignment can be made. Your application must be on file by the stated application deadlines or staff will lose their assignment. This deadline is in line with the RA position application deadline.

Keys/Access Cards: Resident Assistants are responsible for the cost of any lock/key/access card changes if they lose their HRL issued keys/access cards or contribute to the circumstances of them being stolen.

Meal Plan Expectations: A meal plan, (14+) is a part of your compensation for this position. You are expected to dine with your area residents, create positive relationships and provide regular feedback to our department about your experiences.

Programming: As a Resident Assistant, you are expected to promote the development of students by providing social and educational programming. Specific requirements will be detailed during fall training by your supervisor. However, RAs can generally expect to facilitate one social and one educational program per month.

Returning Staff: Staff may opt into a competency area. For the 2010 academic year, the option will be Intercultural Competency. Opting into a competency area makes you a mentor in that area and you are provided additional training.

Recruitment/Training/Selection: As a member of the HRL staff, Resident Assistants will be asked to assist in the recruitment, selection, and training of new staff. This could mean that you are part of interviews, information meetings, or our group process. In addition, we may utilize some staff photos as part of our recruitment materials. Please notify us if you do not wish to have your photo utilized in this manner when you turn in this contract.

Role Modeling & Ethics: RAs are expected to be good role models and ethical decision-makers at all times, both on and off campus.

Staff Orientation Requirement: All new Staff members are required to attend a New Staff Orientation. This orientation will be held from 2:00 PM – 6:30 PM on Saturday, April 18, 2010 in the Grand River Room, Kirkhof Center. Failure to attend this orientation could result in the termination of your contract.

Substance Use Expectations: Each Resident Assistant must sign and adhere to the expectations as set forth in the Housing and Residence Life Staff Substance Use Expectations and Procedures.

Summer Responsibilities: Staff will participate in ongoing summer training. This will include familiarizing yourself with our campus partners through their web sites and familiarizing yourself with Housing and Residence Life through blackboard quizzes.

Supplemental Employment/Outside Obligations: Any outside job commitments or other student activity obligations outside the Resident Assistant job should be approved by your supervisor to ensure that you are able to maintain a healthy balance while in the job. We expect your academics to come first, but you must put your Resident Assistant job second over other outside obligations. In general, we ask you to keep all outside commitments below 15 hours total.

Transitions: Welcoming new Grand Valley students and welcoming back returning students will be a large part of this position. Staff will be present and participate in Transitions as well as provide in hall programming during "Welcome Week."

Visibility/Availability/Referral: It is a basic expectation that you will be in your assigned area and available to students. This includes staying the night in your assigned area Sunday through Thursday evening. This time may include primary responsibilities such as attendance to staff meetings, participating in meetings with student groups (e.g. community meetings), dedicating time to perform administrative functions or may include secondary responsibilities such as availability for drop-in discussions with students, individual advising and referral, etc. If you know at any time for any reason that you cannot provide a necessary service or referral to any student you contact within the scope of your job, you agree to refer that student to another HRL staff member who can provide that service or referral to the office(s) deemed appropriate by HRL. With advance approval, each staff member is entitled to be absent two weekend days per month. Other nights away should be cleared with your supervisor prior to departure.

Other Duties as Assigned: Please understand that you may be asked to fulfill other duties and responsibilities that are not listed above.

SUSPENSION/TERMINATION

This appointment is subject to termination prior to its normal expiration for failure in assigned duties/requirements or for conduct inappropriate to this position, including violations of University and HRL regulations or local, federal, and state law. Each staff member is eligible for reappointment. If your employment contract is terminated, you will be responsible for the pro-rated amount of their meal plan. Further, termination does not release someone from the obligations of their Housing Contract. Please contact Susan Brunell or your Living Area Director if you have any questions about this policy. Eligibility in itself does not constitute a commitment of HRL to offer reappointment.

Rehire

Staff members must reapply to return for an additional/consecutive year. Based upon the number of applications, positions are not guaranteed beyond one year.

We are pleased to have you on staff and excited about the possibilities the Housing and Residence Life staff can achieve next year!