



Conditions of Employment for Resident Assistant Staff Spring 2016

I, _____, understand that the purpose of Residence Life is to offer a living environment that will be an integral part of a student's learning experience at The State University of New York at New Paltz. The residence hall should provide an atmosphere that is conducive to study, as well as social interaction and individual development. Resident Assistants work with students and other Residence Life personnel to promote a socially, culturally, and educationally enriching experience for students.

Employment and Re-hiring Guidelines

I understand that I must be a full-time matriculated student at SUNY New Paltz. I understand that I must maintain at least a 2.75 minimum semester **and** cumulative GPA. I must complete all incomplete grades by the end of the fifth week of the semester immediately following receipt of an "I" grade. In addition, I understand that I must fulfill all RA duties, responsibilities, and expectations as outlined in this job description and as explained by my supervisor (Complex Director). I will show support for the Department of Residence Life's mission and the mission of the University.

If I fall below a 2.75 **cumulative** GPA at any time I will be terminated from my position without the possibility of probation. If I fall below the minimum 2.75 **semester** GPA requirement during any semester, I may be granted one semester of probation at the discretion of the Director for Residence Life. I understand I will only be granted one semester of probation during my tenure as an RA, and if I fail to meet minimum GPA requirements after having received probation, my employment as an RA will end immediately without the possibility of reappointment at any future date. If for some reason I need to drop below full-time status, I must request an exemption in writing to the Director of Residence Life.

I understand that the Department of Residence Life has hired me based on departmental needs and that reassignment to another hall is possible. Additionally, I understand that my position is contingent upon my performance and continued evaluation.

Interpersonal and Community Development

As a Resident Assistant, I will demonstrate investment in the overall growth and welfare of each resident. I also understand that I am responsible for facilitating the development of community among my residents and the hall. I commit to the following:

1. I will be available and accessible to residents, spend adequate time on the floor, and regularly interact with the hall/floor community. (The Complex Director will determine specific time considerations).
2. I will assist residents with personal, relational, social, cultural, emotional, and academic concerns while ensuring confidentiality, sharing with the Complex Director, and referring students to appropriate resources. This includes recognizing problems and potential problems.
3. I will know ALL residents on my floor by name by the end of the third week of classes and, throughout the year, will help residents feel like equal and important members of the community.
4. I will maintain a positive working relationship with my supervisor, showing respect for him/her as a supervisor and as a person. I will keep my supervisor informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
5. I will comply with all reasonable work related requests.
6. I will follow the additional expectations asked of me by my Complex Director
7. I will ensure residents understand my role and function as an RA and establish a rapport with them, which makes residents feel comfortable approaching me with ideas and concerns.
8. I will not participate in any dialogue that could be interpreted as negative, threatening or demeaning toward another staff member, resident or my supervisor.

9. I will not participate in any form of gossip concerning residents and/or hall staff with hall residents, other RAs or my supervisor, and I will consider the time, place and manner in which I engage in conversations. I will communicate directly with fellow staff members and my supervisor in any situation where I feel that I am not being heard.
10. I will not participate in any behavior that may be construed as undermining to the group dynamics of the hall staff.
11. I will work collaboratively with my fellow staff members to solve interpersonal conflicts.
12. I will work cooperatively with my supervisor in resolving any negative interpersonal conflicts.
13. I will make students aware of their roles and responsibilities in the community, explaining and utilizing the Student Handbook. I will enforce policies consistently and without bias or malice.
14. I will keep residents informed of campus and hall activities. This includes posting notices and keeping materials current.
15. I will conduct floor meetings when appropriate and/or at the request of Residence Life or residents.
16. I will support and attend programs planned by other staff members and by Hall Government.
17. I will serve my staff and Residence Life as a representative, liaison, advisor, committee member, or other appropriate role.
18. I will serve as a role model for residents and other staff by:
 - a. Upholding all laws, policies, and procedures of SUNY New Paltz, and Residence Life.
 - b. Taking a responsible and active role in the hall and campus community.
 - c. Treating all members of the community and others with respect.
 - d. Being respectful of others' differences and ethnic/cultural backgrounds.
 - e. Confronting inappropriate behavior in a respectful, assertive, and responsible manner.
 - f. Being responsible about academic commitments including class attendance.
 - g. Using all internet and computer related communications (i.e. Instant Messenger, Facebook, etc.) in an appropriate manner.
 - h. Maintaining good standing with the University and Residence Life.

I understand that illegal and/or irresponsible behaviors that include the use of alcohol or drugs on or off campus may affect my RA status and lead to termination. Here is a sample list of expectations that can, if violated, result in termination from my RA position:

All RAs in regard to Alcohol & Drugs

1. I will not consume alcohol while on duty or performing other duties in relation to my RA position.
2. I will not possess/use/produce false identification.
3. I will not purchase or supply alcohol for persons under 21.
4. I will not consume alcohol with underage staff members or students.

Underage RAs

5. I will not possess/consume/distribute alcohol per state law.
6. I will not accompany staff or students to any 21+ bars or clubs.

RAs over 21

7. I will not accompany any underage staff members or students to a bar or party and consume alcohol.
8. I will not consume alcohol then attempt to handle crisis situations. Instead, I will contact another RA to confront residents if necessary
9. I will not purchase or supply alcohol for persons under 21.
10. I will not provide documentation to students under 21 so that they may pass for over 21
11. If after consuming alcohol outside of my room and /or off-campus, I will go straight to my room and limit my interactions with others to an absolute minimum upon returning to my hall.

Additional Policies that may also lead to termination

12. I will not to misuse any building keys, card readers, or access cards.
13. I will not lose/misplace any work-related keys (master key, office key, etc.).
14. I will not be involved in any actions that may cause harm or potential harm to another individual or cause an individual to believe that harm may come to her/him.
15. I will follow emergency protocols.
16. I will not miss any duty shifts.
17. I will report all violations of community standards that I become aware of.
18. I will not possess/use illegal drugs.

19. I will not be involved with any vandalism/theft which involves, or is associated with the campus community.
20. I will not misuse any Residence Life or hall government funds.
21. I will not be involved in any illegal activity.
22. I agree to follow all established protocols and expectations.

Training

I will fully participate in all staff training and development activities including Fall training, January training, on-going training, in-service requirements, hall staff development activities, and staff retreats. I will return to New Paltz for Fall and Spring trainings no later than 6:00 p.m. on the date specified by the Department of Residence Life. If I anticipate I may not be able to make any portion of Fall or January training, I will submit a written request for an exception to my Complex Director.

Outside Commitments/Work

I will clear all extra-curricular, volunteer, or employment commitments with my Complex Director prior to assuming so as to ensure they will not conflict with residence hall commitments and my ability to prioritize RA responsibilities. I will discuss with my supervisor any activities collectively taking more than 10 hours per week.

Any paraprofessional staff member who wants to join a Greek organization by participating in their New Member Education Process must attend an approval meeting with their Resident Director and a representative from Student Activities **prior** to starting their New Member process. Before consideration can be made for your participation in the New Member Education Process and attending the approval meeting, you must have already completed a minimum of two full semesters as a paraprofessional staff member. Failure to comply with these guidelines may lead to termination of your RA position.

Duties

I understand that duty responsibilities rotate among staff on a daily basis. For the first two weeks of the semester, two (2) RAs are required to sit office hours from 8:30 p.m. to 12:00 a.m. in the RA office as well as be available in their room upon completion of assigned office hours until 7:00 a.m. the next morning.

Sunday, Monday, Wednesday and Thursday, one RA will be on duty from 8:30 p.m. until 12:00 a.m. in the RA office. Tuesday, Friday and Saturday, one RA will be on duty from 8:30 p.m. to 11:00 p.m. and the other from 9:30 p.m. to 12:00 a.m. in the RA office. Staff on duty must be available in their room upon completion of assigned office hours until 7:00 a.m. the next morning. RAs on duty are to be available and accessible by phone throughout the night to respond to concerns in the hall. Duty rounds are required to begin at 8:15pm and occur once every hour thereafter. Duty rounds serve to assess and respond to community safety, security, and behavioral concerns. Rounds are also important for staff visibility and interaction.

Availability

I understand that availability is a prerequisite to fulfilling RA job responsibilities. I may spend a maximum of two weekends away from the hall per month, which must be approved in advance by my Complex Director. I am expected to spend all other nights in my room. I will follow all guest policies and not have visitors for extended periods of time as this may interfere with my accessibility to my residents (real or perceived). I further understand that I must have a land-line phone and voice mail/answering machine in my room and will respond to all calls in a timely manner. **The only effective way to meet the challenges of the RA position is through visibility. You are expected to:**

1. Make regular visits with the students on your floor.
2. Assist individual students personally and academically through appropriate counseling and referrals.
3. Assist in creating an atmosphere which is conducive to growth, self-direction, civility, and supportive of the educational mission of the college.
4. Serve in an advisory capacity to various groups.
5. Encourage student learning and behavior through the enforcement of the College regulations, local, state, and federal laws.

6. I will fulfill all expectations as they relate to the first several weeks of the semester including, but not limited to: College Opening, Spirit Week, Open House, 40 Days/40 Nights, Accepted Students Day.
7. Be available to open and close the building as instructed by my supervisor. This will mean returning early each year for fall and spring training and remaining until after the buildings officially close for each semester and vacation period. I also realize I will not be allowed to leave until my supervisor gives me permission after all duties are completed.
8. Be available for duty during breaks when there are residents in your building, i.e. Spring Break, Thanksgiving, Winter Break (10 month buildings).

Programming

1. I will meet all the programming requirements as set by the Department of Residence Life and my Complex director for each semester.
2. I will develop a working knowledge of campus support, office networks, clubs, and resources.
3. I will assist in the development of a sense of community among students, faculty, and staff through direct participation and coordination of programming.

Administrative

I understand that RAs play an important role in the management and operation of the residence halls and that my RA responsibilities include, but are not limited to:

1. Educating residents about maintenance and custodial roles and resident responsibilities.
2. Educating residents about safety and security issues.
3. Educating residents on proper use and function of keys and card access systems.
4. Reporting emergency situations and enacting emergency procedures when necessary.
5. Supporting Maintenance and Custodial staff efforts to provide safe, secure, sanitary, and attractive facilities.
6. Assisting in the effort to control damage and theft, posting damage notices, etc.
7. Assisting in the administrative check-in and check-out of residents, room selection, and hall/room transfers in a timely manner.
8. Ensuring accurate and thorough Room Condition Forms per room/suite.
9. Reporting facility concerns through emergency call out procedures as appropriate.
10. Completing room inspections as directed by Residence Life/Complex Director.
11. Check-in and Check-out residents utilizing an established protocol and maintaining accurate records.
12. Assist in the distribution of keys and maintaining confidential records.
13. Assist in the distribution of office supplies.
14. Assist with fire extinguisher reports, incident reports, logs, work orders, and other paperwork as deemed necessary by the Complex Director.
15. Do mail and forwarding of mail.

Meetings

1. I will attend all scheduled meetings relating to the position:
 - ◆ Weekly staff meetings
 - ◆ One-on-One meetings with my supervisor
2. I will attend scheduled in-service meetings when required to do so.
3. I will attend all meetings regularly and on time while conducting myself in a professional manner.

Expectations

1. I will give the position priority over other areas of activity i.e. (work, club and organizations and sports activities) with the single exception of academic work.
2. I will personally abide by the regulations, ordinances and administrative policies as specified in the Campus Regulations and Judicial Handbook, the Housing Handbook, the Student Life Manual as well as local, state, and federal laws.
3. I will conduct myself in a manner that upholds the ethical standards of the Department of Residence Life and SUNY New Paltz on and off campus especially in the New Paltz community.
4. I will assume responsibility for my keys, ID card, Master Key, office equipment and supplies, in addition to any resource materials issued by my supervisor or the Department of Residence Life.
5. I will review my proposed class schedule with my supervisor prior to pre-registration and before enrolling in more than 15 hours and/or any nighttime academic course work for any given semester.
6. I will inform my supervisor of any class withdrawal and/or additions before final submission.
7. I will discuss with my supervisor any intentions with regard to leaving or accepting a student teaching position, field placement, or any similar academic or social commitment, at least within the first month of the semester prior to this obligation.
8. I will provide written notice of intent to continue or leave the position each semester.
9. I will have on file with the College Student Health Center a Pre-Enrollment Health Form prior to employment.
10. If found in violation of College regulations and issued a judicial sanction, my Resident Assistant position will be immediately terminated. During any judicial process involving an alleged infraction of College policies, I may be suspended from my Residence Life duties and may be relocated until the matter is adjudicated and resolved.

Confidentiality

1. As a Resident Assistant, I am expected to keep confidentiality at all times, whether dealing with a staff or residents.
2. It is important that as a Resident Assistant that I respect an individual student's rights to personal privacy.
3. I understand that confidentiality may only be breached if a resident or staff member expresses plans to endanger themselves or others. If a student confides that they have been sexually assaulted or harassed or physically assaulted or verbally harassed, I understand that I must break confidentiality to tell my supervisor as per Title IX requirements.

Hall/Room Assignment

I understand that I will be assigned a rent-free room which I agree to live in as a condition of my employment. As the University attempts to provide residence hall housing for as many students as possible, I will only be allowed single occupancy of a double room after all other students have been accommodated. I understand that space is limited on-campus for all students, especially for returning residents.

Leave of Absence

I understand that if I wish to take a leave of absence at any time from the RA position, I must notify the Leadership Development Team, and my Hall Director, in writing, of my intent. If I wish to return to the position for the semester following my leave, I must notify the Leadership Development Team by the following dates:

- For the Fall semester – October 15th
- For the Spring Semester – March 15th

I understand that my reappointment as an RA is contingent upon availability and at the discretion of the hiring Hall Directors.

Resignation or Termination

Re-appointment to this position is contingent upon receiving a satisfactory written evaluation and recommendation from the Department of Residence Life.

In the event of my resignation or termination from the Residence Life staff position, I understand that I will be required to vacate the staff room within 24 hours after the final decision and all financial benefits will cease immediately. I understand that I will not be reassigned to the building in which I served as a staff member, and I will not reside in that building for the remainder of the academic year and the entire next academic year beginning with the date on the which I was released from the position either voluntarily or through dismissal. I also understand that any credit to my account will be prorated through the last day of my agreed employment on the staff.

If, after accepting this appointment, I elect not to assume my duties or find that I cannot, it is my responsibility to immediately notify the Complex Director of the hall I was assigned to, in writing, that I am resigning from my Resident Assistant position. By resigning from my RA position, I understand that I am also forfeiting a space in the Residence Halls for the 2015-2016 academic year, unless there is space available.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE SPRING 2016 CONDITIONS OF EMPLOYMENT REGARDING MY RESIDENT ASSISTANT POSITION.

Signature

Printed Name

Date

Supervisor's Signature

Date