

# RA 101 THE CONTRACT

Presented by:

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# JOB DESCRIPTION

- Primary responsibility of the Resident Advisors is to their halls
- Leadership position that focuses on creating a respectful and inclusive community for all
- Flexibility, adaptability, and creative problem-solving skills are critical for RA success along with a dedication to the university's *MELIORA* values
- Should be approachable, accessible, and caring to those around them.
- Expected to be considerate and responsible figures in the lives of Eastman students.
- Emergency responders during crisis situations involving residents and/or the SLC facilities.

# COMMUNITY DEVELOPMENT

- Be an active member in their halls' and the SLC and Eastman community through their programming responsibilities, informal bonding opportunities, and formal communication.
- Be available to their residents, proactively building relationships and providing support and treating residents ethically.
- Be in their halls as often as possible. This includes sleeping in their room every night in case of emergency. Prior approval must be granted for any nights spent away from the Student Living Center. There must always be five RAs in the SLC, including over Thanksgiving and Spring Breaks.
- Serve as liaison between community stakeholders by listening to those around them.
- Inform students of their rights and obligations as residents, and for enforcing the University's policies, rules, and regulations.
- Effectively distribute information to residents using multiple communication mediums.
- Be committed to understanding and upholding the University of Rochester's *MELIORA* values

## STUDENT SUPPORT

- Provide emotional support to their residents and refer them to the proper resources to get help as necessary.
- Support students in distress and/or crisis as appropriate.
- Participate in the Office for Residential Life on-call rotation. This involves regular duty nights from 8pm-8am when you must stay in the SLC at all times and attend to the RA On-Call cell phone, responding to all issues that occur, and conducting rounds throughout the building.
  - Respect privacy on all issues as outlined in the Resident Advisor Confidentiality Policy and FERPA guidelines.
  - Advise students about academic, personal, and residential concerns.

# TRAINING & ADMINISTRATIVE

- Complete all administrative responsibilities accurately and in a timely manner.
- RA's are supervised by the Area Coordinator for Residential Life. This is a mentorship relationship in addition to a management one
  - It is the responsibility of the Office for Residential Life to provide training on job responsibilities, ongoing evaluations of job performance, all resources required by the position, and communication on SLC and campus information in a timely manner.
- Resident Advisors are expected to be involved with the following:

Resident Advisor Training (RAs may not have guests in the SLC during training)	On-Call Rotations
Opening & Closing Procedures	Evaluations
Room Inspections	Info Tabling
Move-In Day/Orientation	Winter Break
Health & Safety Checks	Staff Selection
Staff Meetings	Housing Selection
Floor Meetings	Storage
Programming/Community Development Initiatives	Other duties as assigned

# EXPECTATIONS

- Maintain a standard of personal conduct consistent with the values, expectations and responsibilities of the University of Rochester and Eastman School of Music. Know and abide by University policies; guidelines outlined in the Resident Advisor Binder, Housing Contract, and Student Code of Conduct; as well as local, state, and federal laws.
- Be a role model and a leader; carry the Resident Advisor title across campus.
- The Resident Advisor position is expected to come before all other priorities other than academics and personal health.
- RAs will need to clear through Residential Life leadership any outside work (paying or non-paying) and participation in any extra-curricular activities which require extensive time commitments. The Resident Advisor position must be placed second only to formal academic commitments. Because the Resident Advisor position is viewed as approximately a twenty (20) hour per week position, Resident Advisors are limited to ten (10) hours per week of additional activities. The Asst. Dean of Student Affairs may approve additional hours if the Resident Advisor can demonstrate the ability to maintain academic and staff expectations with additional outside activities. All participation in such activities must be cleared in advance and is subject to review at any time.
- Resident Advisors are entitled to time off when requested in advance, although there are some limitations to ensure quality support to our students
  - Fall Semester: No time away for first six (6) weeks of classes or during the three days of Winter Break Closing; otherwise 1 weekend away per month
  - Time Away is restricted to no more than three days consecutively unless special permission is received from the Asst. Dean of Student Affairs and a written Absence Action Plan is developed. RAs who are absent a significant time away from their floors may be asked to pay room and board or may be terminated from their position.

# EXPECTATIONS CONT.

- RAs must be in the SLC overnight unless they have registered the day as Time Away. An RA is considered to be gone overnight if they have not returned to the SLC by 12:00am.
- Be a positive member of the community, respecting and supporting all students. Be consistent in all that you do. Display enthusiasm for Eastman, the SLC, Student Activities, and Residential Life.
- Be a member of the Resident Advisor team, support each other, discuss issues directly, and be appreciative of other staff members. Interact in a respectful and professional manner at all times.
- Attend and be on time for all one-on-one meetings, staff meetings, trainings, and other mandatory events.

## 360 EXPECTATIONS

- Area Coordinator to RA's
- RA's to Area Coordinator
- RA's to GHR
- GHR to RA's
- RA's to RA's



# ACCOUNTABILITY LEVELS (NEW)

- Level 1: Discussion with Letter of Concern Follow-Up
- Level 2: Letter of Warning + other(s)
  - Additional requirements or expectations may be added when appropriate.
- Level 3: Letter of Probation + other(s)
  - Additional requirements or expectations may be added when appropriate.
- Level 4: Non-Reappoint/Termination

Note: Levels are dependent on the severity of the incident and continued pattern of behavior.

# COMPENSATION

All Resident Advisors will be given compensation in the form of 100% of their room charges. Additionally, New Resident Advisors will be awarded \$2,000 towards their meal plan and Returning Resident Advisors will be awarded \$2,500 towards their meal plan. All remuneration is done through a partnership between Residential Life and Financial Aid and placed on the student bill.

## Future Changes:

- Currently, 2020-2021 Academic Year - RA Meal Plan stipends are \$3000 for new RAs and \$4000 for returners.
- For the 2021-2022 Academic Year - RA Meal Plan stipends will be \$2000 for new RAs and \$2500 for returners.
- For the 2022-2023 Academic Year - RA Meal Plan stipends would be removed completely.

## FORMS

- Master Key Policy
- Confidentiality Policy