Resident Assistant (RA) Position Description

Supervised By: Area Coordinator

PURPOSE OF POSITION
The Resident Assistant is the live-in person responsible for a floor or wing of a residence hall consisting of 23 to 52 students. They engage in all phases of the residential living experience with direction from the Area Coordinator and Community Development Coordinator, and are responsible for their floor/wing community. They serve as a liaison between the University administration and the residents of the hall; foster an atmosphere for academic, social, cultural, and emotional growth in the residence hall by serving as an advisor to the residents; assist in the enforcement of all University and hall policies; are responsible for the general well-being, community development and a student learning environment in the residence hall. This position is 20 hours per week.

Compensation
New RA for 2016-2017 is $10,398.00
Access to professional development opportunities

PRIMARY DUTIES

Community Development
- Initiate and promote the development of residence hall social, cultural, and educational programs as outlined by the Area Coordinator.
- Promote programs, weekly traditions, floor snacks, and other events through eye-catching and creative advertisement.
- Assist the Community Development Coordinator in recruitment of residents to the Area Programming Board.
- Collaborate with Area Team for the planning and implementation of a campus-wide Hall Brawl each semester.
- Be available to students during desk hours and duty nights to answer questions and assist with any concerns they may have.
- Develop a sense of community among the residents of the floor/wing.
- Know campus resources and refers students to appropriate University personnel as needed.
- Help residents develop individual respect for one another as well as respect for personal and University property and University policies.
- Be aware of transition issues new students experience and attitudes and behavioral patterns of residents at the University of Montana.
- Assist residents in becoming a part of the community, both in the residence hall, as well as at the University of Montana.
- Provide excellent customer service while working with residents, both at the desk and in day-to-day interactions.
- Communicate student concerns with their Area Coordinator.
- Complete 4 office hours on your floor each week.
Administrative

- Participate in all weekly staff meetings, trainings, and in-service meetings.
- Work four hours per week at a residence hall desk to assist in general desk operations and assigned administrative tasks.
- Be available to assist in covering desk hours on weekends and/or holidays and in the absence of the Hall Administrative Assistant.
- Assist with room checks and Health and Safety Inspection each semester.
- Answer the phone and general questions at the desk from residents and guests.
- Log and disperse packages through StarRez as needed to residents.
- Check out temporary access cards and keys to residents when locked out.
- Check out equipment to residents from the Area Desk.
- Complete all required logs at the front desk.
- Maintain confidentiality of student information in accordance with Residence Life and FERPA policies.
- Participate in the recruitment and selection processes for Resident Assistants.
- Complete program proposals, evaluations, and intentional interactions tracking requirements as outlined by their Area Coordinator and Community Development Coordinator.

Conduct

- Reflect positive behavior and follow all University of Montana Student Code of Conduct requirements, Residence Life policies and State and Federal Laws both on and off campus.
- Report all Student Conduct Code violations and concerning behaviors through the Maxient conduct system.
- Perform the “RA on Duty” function by conducting rounds of the community and addressing any concerns.
- Complete the Area Duty Log for each set of rounds completed while on duty.

Departmental Initiatives

- Participate in one RLO committee for a major departmental activity and process each semester.
- Participate in a Departmental Quality Circle. There will be an opportunity for some staff to co-chair a Quality Circle based on staff member interest and Quality Circle needs.
- Encourage resident attendance at Bystander Trainings (Fall semester) and Step Up! Trainings (Spring semester)

Minimum Qualification

- Be a full-time student (12-18 undergraduate credits, 9-12 graduate credits)
- 2.25 GPA
- Be in good conduct standing with the university
- Interest in working with people
## 20 Hour/Week Breakdown

<table>
<thead>
<tr>
<th>Task</th>
<th>Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development</td>
<td>5-8</td>
</tr>
<tr>
<td>(Office Hours/Weekly Traditions/Other Programs)</td>
<td></td>
</tr>
<tr>
<td>1:1 with AC</td>
<td>0.5</td>
</tr>
<tr>
<td>Staff Meeting</td>
<td>2</td>
</tr>
<tr>
<td>Quality Circle</td>
<td>1</td>
</tr>
<tr>
<td>On-Call/ Duty</td>
<td>3-6</td>
</tr>
<tr>
<td>Desk Hours</td>
<td>4</td>
</tr>
<tr>
<td>Other responsibilities</td>
<td>1-3</td>
</tr>
</tbody>
</table>
2016-2017 Work Agreement for Resident Assistant (1st year RAs)

University of Montana - Residence Life Office

Terms of Employment

Work Agreement Period
The Resident Assistant (RA) work agreement period is for one full academic year. The RAs are expected to be present and participate in Student Staff Training in August prior to the beginning of Autumn Semester and stay until 5:00pm on the Saturday after finals week for Autumn Semester. The RAs will return in January one full week before classes begin to assist with Spring Move In and stay until 5:00pm on the Saturday after finals week for Spring Semester. For the 2016-2017 academic year RAs will be employed from August 9, 2016-May 13, 2017. Employment will be inclusive of the above dates with the exception of those periods approved by the Director or Assistant Director of Residence Life.

Compensation
Remuneration for this position is based on the value of a Pantzer Suite and All-Campus Meal Plan. For the 2016-2017 academic year this is valued at $10,398.00. RA staff that live in a room or have a meal plan valued at less than a Pantzer Suite and All-Campus Meal Plan will receive the difference in price in a stipend paid through student payroll.

RA staff that continues into the position for the 2017-2018 academic year will receive an additional $250.00 stipend in addition to the value of the RA work agreement. The stipend portion of this work agreement is determined by the room assignment, and the meal plan selected. This stipend will be paid through the University of Montana Payroll System in semimonthly installments in accordance with the student payroll schedule. Cash stipends will be paid from August 2, 2016, to December 19, 2016, and from January 19, 2017, to May 18, 2017. Appendix A, attached to this work agreement, illustrates the compensation breakdowns with the various room assignments and meal plan selections based on the 2016-2017 rates.

- My personal meal plan choice is: [ ] All-Campus Plan [ ] Lommasson Plus Plan

Resident Assistant staff will also choose to either have a landline phone line and phone provided in their assigned room paid for by Residence Life, or provide a personal phone number to be shared with RLO staff and campus partners and be posted in their assigned residence hall so students may contact them. Staff members may use a Google Voice account and simply provide a contact phone number; it does not have to be the actual cell phone number programmed into the phone. Staff members that choose to use a personal phone number will be compensated $7.50 per pay period for RLO use of this phone line. Compensation will be paid from August 2, 2016, to December 19, 2016, and from January 19, 2017, to May 18, 2017. Staff members who choose to have a landline will have the full cost of this phone line covered by RLO, but will not receive any additional compensation for this phone line.
Regardless of phone choice, staff members are expected to have a voice mailbox set up with a personal greeting so others may leave the staff member a message. This voice mail is expected to be checked for messages daily.

- My personal phone line choice is: []Room Landline

Please provide the phone number to be listed on the roster:

Eligibility
The RAs must be enrolled as full-time University of Montana students, but limit their course work to a maximum of 18 credit hours (12 credit hours for graduate student RAs) and must successfully complete at least 12 undergraduate (or 9 graduate credits) each semester. The RAs may only take fewer than 12 undergraduate or 9 graduate credit hours or more than 18 undergraduate or 12 graduate credit hours with prior written permission from the Assistant Director of Residence Life.

The RAs must maintain at least a semester and cumulative grade point average of 2.25. Failure to meet these GPA requirements may result in adverse employment action, up to and including termination. If at any time the RA’s semester or cumulative GPA falls below a 1.5 in either semester, the RA will be terminated.

Supervision
The RAs are directly supervised by an Area Coordinator of Residence Life. They also work closely with the Residence Life Director, Associate Director, and Assistant Directors of Residence Life.

Reassignment
The RAs are expected to understand they may be assigned or reassigned residence hall duties or moved to a different residence hall assignment at the discretion of the Residence Life Office.

Personal Conduct

Role Model
The RAs are expected to reflect positive behavior and follow all University of Montana Student Code of Conduct requirements, Residence Life policies, and state and federal laws both on and off campus. This role model responsibility is especially important regarding alcohol and drug use.

- Any RA under 21 years old who consumes alcohol will be subject to disciplinary action, up to and including termination.

- Any RA who provides alcohol to students under age 21 will be subject to disciplinary action, up to and including termination.

- Any RA who plays any role in concealing or otherwise facilitating alcohol consumption by students who are under age 21 will be subject to disciplinary action, up to and including termination.

- Any RA 21 years old or older may consume alcohol responsibly with others who are at least 21 years old.

- RAs, even if they are of legal age (21), may not be under the influence of alcohol when they are working in any RA capacity, including a desk shift, on-duty, at programs and events, responding to
incidents, interacting with residents, or in any other way acting within their RA position within their community.

- The RAs may not at any time engage in, enter, or remain in any area or premises where illegal drug use is occurring. Illegal drug use is defined by the Student Conduct Code, the Residence Hall Contract, and state and federal laws.
- Any RA who violates the Student Code of Conduct, Residence Life policies, Residence Hall Contract, or any state or federal laws may be subject to disciplinary action, up to and including termination.

**Equal Opportunity**

The RAs are expected to be familiar with and follow the University of Montana Equal Opportunity Statement: “The Equal Opportunity and Affirmative Action Office at the University of Montana strives to support a diverse community accepting of all individuals regardless of their race, color, sex, age, religion, creed, marital or familial status, union affiliation, physical or mental disability, sexual orientation, national origin, veteran status, or political beliefs. This office will work to eliminate barriers which inhibit persons from achieving their full potential in education, employment, and other programs and services at the University.”

Additionally, RAs are expected to understand they are mandated reporters of sexual harassment, sexual misconduct, relationship violence, and stalking incidents. RAs must understand that if they become aware of any of these incidents that they are required to report these to their direct supervisor immediately, and that this information will be shared with the University of Montana Title IX Office.

**Relationships**

The RAs are expected to understand that dating and/or sexual relationships with students living in the same residence hall can negatively influence the dynamics of the RA position. Therefore, if such a relationship does or could likely develop, the RA will notify their supervisor (Area Coordinator) immediately. If a RA dates anyone in the same building, or in an area under the responsibility of the RA, the Residence Life Office may require one of the students to move and the RA may be moved with a new assignment.

**Time Commitments**

**Work Commitments**

The RA shall agree to give the RA position priority in fulfilling the responsibilities as defined by the position description over other activities except for the RA’s academic responsibilities. The RAs shall agree to the following unless given prior approval for an exception in advance and in writing from the Director, Associate Director, or Assistant Director of Residence Life. The RAs are expected to attend and actively participate in student staff training, in-service trainings, weekly staff meetings, departmental assignments, and the opening and closing of the residence halls each semester. This includes, but is not limited to:

- Participation in Student Staff Training August 9th-26th, and Autumn Semester opening August 27th-28th.
- Reviewing the Student Staff Moodle thoroughly during fall training and as needed throughout the year.
- Attending weekly staff meetings at a time set by the Area Coordinator. RAs must reserve a 2 hour block of time for staff meetings.
• Returning to campus by 9:00am on Monday, January 16, 2017, for Spring Semester training and opening.
• Participation in the selection process for 2017-2018 Residence Life Student Staff.
• Participation in either the Homecoming Committee or Holiday Party Planning Committee in the Fall and either the Spring Service Day Committee or End of Spring Semester Celebration Committee in the Spring.
• Participation in departmental responsibilities as assigned.
• Participation in a departmental Quality Circle.
• Remaining in the position through the work agreement period, through closing weekend in May at 5:00pm.

**Time Commitments**
The RA’s work week is designed as an average of 20 hours per work week during the academic semester, with the exception of Thanksgiving week which is designed as 10 hours per week. The RA’s work week is designed to be 29 hours during staff training and opening weeks of August 9, 2016-August 27, 2016, and January 16, 2017-January 21, 2017. The University of Montana limits students to work a maximum of 29 hours per week on campus. Therefore, RAs are not permitted to work more than 9 hours on campus in addition to their RA position during the academic semester, and not permitted to work any additional hours on campus outside their RA position during student staff training and opening weeks.

The RAs are expected to understand that engagement in residence halls is not easily translated into hours engaged per day or per week. Emergencies cannot be anticipated. The RAs will spend the necessary amount of time in the hall and engaged in the position until all responsibilities have been met. If a RA’s time significantly and consistently exceeds what is reasonable, the RA is obligated to notify their Area Coordinator. Time commitments for the position include, but are not limited to:

- Administrative hours which include regularly scheduled responsibilities at hall staff meetings, student government meetings, departmental assignments, special programming activities, paperwork, and specific administrative functions as described in the position description.
- On-call hours which include: availability for drop-in discussions, individual conversations, and response to other building/resident concerns.
- Four (4) hours per week of required desk coverage.
- Four (4) hours per week of office hours for availability for drop-in discussions, individual conversations, and response to other building/resident concerns.
- Additional time as needed to build respective, inclusive, positive communities and to preserve the welfare of the Residence Hall community including resident drop-in discussions, emergency response, and other items that may arise. General availability to residents is critical to meet student needs, develop a positive community, and to effectively contribute to the building staff team.
- RAs are expected to address the needs of their residents as necessary.
- The RAs may be required to take on additional hours for desk duty, administrative assistant and desk assistant staff coverage, which will be compensated at the prevailing hourly rate of $8.05 per hour for the Fall 2016 semester. If the Montana minimum wage is raised in January 2017, then RAs would receive the state minimum wage increase for the Spring 2017 semester.
**Outside Commitment**

The RAs are expected not to accept or retain other assistantships or part-time employment which negatively affects the ability of the RA to fulfill RA responsibilities.

**Community Development**

**Floor and Building Engagement**

The RAs are expected to complete the community development expectations outlined during training including, but not limited to, door decorations, bulletin boards, floor snacks, floor/wing traditions, educational and social events, required floor meetings, Hall Brawls, and University-wide programs by the specific deadlines set by the Area Coordinator in each community. University-wide and Residence Hall-wide programs include, but are not limited to:

- GO Day- Sunday, August 28, 2016
- Mandatory Floor Meetings- Monday, August 29, 2016-Tuesday, August 30, 2016
- Academic Convocation- Wednesday, August 31, 2016
- Beer Goggles- Early September, date currently TBD
- Step Up! Trainings- Dates vary during month of October
- Mandatory Floor Meetings- Monday, January 23, 2017-Wednesday, January 25, 2017

Programming requirements will be outlined in more detail in the RLO Moodle within the Community Development section and from your Area Coordinator during staff training.

**Availability to the Community**

The RAs are expected to maintain availability and visibility with residents and staff during evening hours and weekends, including providing coverage during break periods while the residence halls remain open. The RAs are expected to:

- Be available on their floor for assisting residents when on-duty from 8:00pm to 8:00am. While on-duty the RAs may not leave their building/community area unless given permission by their Area Coordinator.
- Not to be absent from campus for more than three weekends per semester and any absence from campus for weekends or special times must be authorized by their Area Coordinator. Certain weekends will not be considered for RAs to leave for the entire weekend, including the first and last weekend of each semester, Homecoming Weekend, Griz-Cat Weekend (when the game is played in Missoula) and Forester’s Ball Weekend.
- Be available to assist with staff coverage either Thanksgiving Break or Spring Break. The RAs required to engage while meal plans are not active will be paid per diem of $17.00 per day for the days in which they are on-duty. The day during these periods for which per diem is paid is defined as 8:00am to 8:00am the next day.
- Please note that Thanksgiving Break is defined as Wednesday, November 23, 2016-Saturday, November 26, 2016. Spring Break is defined as Sunday, March 19, 2017-Saturday, March 25, 2017. Per Diem is paid at a rate of $17.00 per day engaged during these times and will be in the form of a UMoney deposit.
- RAs will also receive per diem in January during training and opening week. The dates for this are Monday, January 16, 2017-Friday, January 20, 2017.
Duty
The RAs are expected to perform "RA on-duty" functions, complete thorough rounds of the building(s), and call the RLO On-Call and other appropriate University staff (student custodian, UM Police Department, etc.) when issues arise or are discovered.

- The RAs are expected to respond to inappropriate student behavior that is a violation of campus policies and procedures or community standards. The RAs shall confront the action in question and complete and submit objective conduct or incident reports to their supervisors.
- While on duty according to the building duty schedule, the RAs will remain in their assigned residence hall from 8:00pm-8:00am on weekdays and 8:00pm-10:00am on weekends and be available by the on-duty cell phone. While on duty RAs may not leave their building/community area unless given permission by their Area Coordinator.

Confidentiality
The RAs are expected to maintain confidentiality concerning all residents and protect student information. All confidential materials (rosters, etc.) that are kept in the staff room should be properly stored in a locked location to ensure residents do not have access to the information. All conversations concerning residents and other staff must happen in private areas and only with necessary persons.

Desk Coverage
Each RA will complete 4 hours of desk coverage as a part of their RA position agreement. In addition, the RAs are expected to assist in covering desk hours on weekends or holidays and in the absence of the administrative staff or desk assistant staff. The RAs are also expected to assist with additional desk hours during important dates or special events, including, but not limited to, move-in week, first and last week of the semester, and UM Days.

Appropriate Use of Keys and Access Cards
The RA position requires RAs to be responsible for keys and/or access cards that provide access to residents’ rooms and the University of Montana Residence Life buildings. This responsibility must be taken very seriously and RAs must follow all Residence Life key and access card policies. Any RA who loses a key and/or access card, must notify their Area Coordinator or Assistant Director immediately. If any RA member loses a key and/or access card, this may result in termination.

Administrative Duties
The RAs are expected to assist with all administrative duties as assigned.

Resident Transportation
The RAs may not transport residents in the RA capacity, including, but not limited to, programming and health and safety transport.

Dining Services
The RAs are expected to eat in the UM Dining facilities on a regular basis and to communicate concerns/suggestions to the UM Dining staff.
Other Duties
The RAs are expected to assist with all other duties as assigned by the Area Coordinator, Hall Admin, Director, Associate Director, and Assistant Directors of Residence Life.

______________________________ is extended an appointment as a Resident Assistant in the University of Montana Residence Life Office for the 2016-2017 academic year, August 9, 2016-May 13 2017.

This work agreement is in concert with the Fair Labor Standards Act, Section 785.23, which specifies that an employee who resides on the employer’s premises on a permanent basis or for extended periods of time is not considered as working all the time they are on the premises. Ordinarily, such employees may engage in normal private pursuits and thus have enough time for eating, sleeping, entertaining, academic pursuits, and other periods of complete freedom from all duties when they may leave the premises for purposes of their own. It is, of course, difficult to determine the exact hours worked under these circumstances and any reasonable agreement of the parties which takes into consideration all of the pertinent facts will be accepted.

If failure to fulfill the responsibilities of this position results in termination of employment, it is understood that this work agreement becomes null and void and compensation will cease as of the date of dismissal. Termination does not preclude other sanctions from the University based on violations of the University of Montana Student Conduct Code or the Residence Life policies.

My signature below indicates my knowledge and compliance with the University of Montana Residence Life Office’s practice of releasing my academic information to the Director, Associate Director, Assistant Directors, and Area Coordinator of Residence Life. I understand the term ‘academic information’ is for this purpose defined as my term and cumulative grade point average, the number of term and cumulative credit hours I take or have taken, and a list of courses I am enrolled in. By signing I provide permission for the Residence Life Office and/or relevant university administrators to access my academic information each academic term during my employment in the Residence Life Office.

I accept the position designated above as a member of the Residence Life Staff of the University of Montana for the academic year and agree to the conditions stated herein.

______________________________
Resident Assistant Printed Name

______________________________
Signature of Resident Assistant

______________________________
Signature of Director of Residence Life
## 2016-2017 Room & Meal Plan Values

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Room Type</th>
<th>All-Campus Meal Plan</th>
<th>Lommasson Plus Meal Plan</th>
<th>Stipend</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resident Assistant (New)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pantzer Hall</td>
<td>Panter Suite</td>
<td>$5,426</td>
<td>$4,488</td>
<td>$0</td>
<td>$10,398</td>
</tr>
<tr>
<td><strong>Miller Hall 5th Floor Single</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miller 5th Single</td>
<td>$5,020</td>
<td>$4,972</td>
<td>$4,488</td>
<td>$406</td>
<td>$10,398</td>
</tr>
<tr>
<td><strong>Craig and Turner Halls</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Room as Single</td>
<td>$4,974</td>
<td>$4,972</td>
<td>$4,488</td>
<td>$672</td>
<td>$10,398</td>
</tr>
<tr>
<td><strong>Aber, Duniway, Elrod, Jesse, Knowles, Miller (1st-4th Floors)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Room as Single</td>
<td>$4,754</td>
<td>$4,754</td>
<td>$4,488</td>
<td>$672</td>
<td>$10,398</td>
</tr>
</tbody>
</table>