Resident Assistant (RA) Job 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 work in all phases of the residential living experience along side the Supervisory Staff and are responsible for their floor 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 2014-2015 is $9,434.00

PRIMARY DUTIES

Administrative
- Participate in all weekly staff meetings, trainings and in-service meetings.
- Work four hours per week at the front 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 Inspection as required by RLO.
- Be available to assist in covering desk hours on weekends and/or holidays and in the absence of the Hall Administrative Assistant.
- Answer the phone and general questions at the front desk from residents and guests.
- Check out packages as needed to residents.
- Check out temporary access cards and keys to residents when locked out.
- Count the cash tally at the beginning and end of each shift.
- Complete all required logs at the front desk as outlined in training.
- Maintain confidentiality of student information in accordance with Residence Life and FERPA policies.
- Participate in the recruitment and selection processes for Resident Assistants.
- Serve on RLO committees as assigned to assist in major departmental activities and processes.

Community Development
- Initiate and promote the development of residence hall social, cultural and educational programs as outlined by the Program Coordinator for Residence Life and report all programs to direct Supervisors and the Assistant Directors of Residence Life.
- Be available to students during desk hours and in nights to answer questions and assist with any concerns they may have.
Be available to residents and staff at least four nights per week as scheduled with Supervisors.

Develop a sense of community among the residents of the floor.

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 at the University of Montana.

Be aware of attitudes and behavioral patterns of residents. 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 front desk and in day-to-day interactions.

Communicate student concerns with appropriate Supervisor and/or Hall Administrative Assistant.

**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 violations of the University’s Student Code of Conduct and file appropriate Incident Reports and Conduct Reports for all situations.

Perform the “RA on Duty” function by conducting rounds of the community and addressing any concerns.
Work Agreement for Resident Assistant

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 5pm on the Saturday after finals week for Autumn Semester. The RAs will return in January a full week before classes begin to assist with Spring Move In and stay until 5pm on the Saturday after finals week for Spring Semester. For the 2014-2015 academic year RAs will be employed from August 5, 2014 to May 16, 2015. Employment will be inclusive of the above dates with the exception of those periods approved by the Director or Associate Director of Residence Life.

Compensation
Remuneration for this position is a room, board and stipend for a total value of $9,434.00. RA staff that continues into the position for the 2015-2016 academic year will receive an additional $250 stipend in addition to the value of the RA contract. The cash stipend portion of this work agreement is determined by the room assignment, and the meal plan selected. This cash 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 5, 2014 to December 13, 2014 and from January 18, 2015 to May 16, 2015. Appendix A, attached to this work agreement, illustrates the cash stipend amounts with the various apartment/room assignments and meal plan selections.

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

Resident Assistant staff will also choose to either have a land line phone line provided in their assigned room paid for by Residence Life, or provide a personal phone number to be shared with RLO staff, campus partners, and 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 $15 per month for RLO use of this phone line. Compensation will be for mid-August-mid-December and mid-January-mid-May. Staff members who choose to have a land line 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 mail box 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 Land Line [ ] Personal Phone Line

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 will be required to turn in documentation each semester of their credit hours to the Assistant Director and one copy will be placed in their personnel file.

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 Head Residents (HRs) and Assistant Head Residents (AHRs). They also work closely with the Residence Life Director, Associate Director, Assistant Directors, and Area Coordinators.

Reassignment

The RAs are expected to understand they may be assigned or reassigned to residence hall duties 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.
- RA’s, 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, in for the night within their community, 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, or any state or federal laws may be subject to dismissal.

**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.”

**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 the supervisor immediately. Any RA who dates a person in the same residence hall either will move by the RA’s own choice, or the RA will be moved and given a new assignment. 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 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 job 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 5th- 22nd and Autumn Semester opening August 23rd-24th.
- Reviewing the Student Staff Manual thoroughly during fall training and as needed throughout the year.
- Attending weekly staff meetings every Sunday from 8:00-10:00pm.
- Returning to campus on Sunday, January 18, 2015 for Spring semester opening.
- Participation in the selection process for 2015-2016 Residence Life Student Staff.
- Participation in either the Homecoming Committee or Holiday Party Planning Committee in the Fall and either the Relay for Life Committee, Housing Selection Committee, or Final Fiesta Committee in the Spring.
- Participation in departmental responsibilities as assigned.
- Highly encouraged to participate 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. 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.

The RAs are expected to understand that work in residence halls is not easily translated into hours worked per day or per week. Emergencies cannot be anticipated. The RAs will spend the necessary amount of time in the hall and on the job until all responsibilities have been met. If a RA’s time significantly and consistently exceeds what is reasonable, the RA is obligated to notify the supervisor.

Time commitments for the job include:

- 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 job description.
- On-call hours which include: availability for drop-in discussions, individual counseling/advising, and response to other building/resident concerns.
- Four (4) hours per week of required desk coverage.
- 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, emergencies and other items that may arise. General availability to residents is critical to meet the student needs, develop a positive community, and to effectively contribute to the building staff team.
- During times when RAs are not on duty, they are still 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 $7.90 per hour.

**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 door decorations, bulletin boards, floor signs, PAW programs, floor snacks, required floor meetings, Hall Brawls and University-wide programs by the specific deadlines set by the supervisory staff in each community and the program coordinator for Residence Life. Programming requirements will be outlined in more detail in the RLO Moodle within the Community Development section.
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 a minimum of four nights a week from 8:00
  p.m. to 8:00 a.m. (7:00 p.m. to 8:00 a.m. for the first two weeks of the Fall semester). While
  “in” RAs may not leave their building unless given permission by their supervisor. Certain
  weekends will be considered all “in” for all RAs, including the first and last weekend of each
  semester, Griz-Cat Weekend (when the game is played in Missoula) and Forester’s Ball
  Weekend.
- 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 supervisory staff.
- Remain on campus to work either Thanksgiving Break or Spring Break. The RAs required to
  work while UM Dining services are closed will be paid per diem of $17.00 per day. The work
day during these periods for which per diem is paid is defined as 8:00 a.m. to 8:00 a.m. the
  next day.

Duty
The RAs are expected to perform "RA on duty" functions and the accompanying desk hours required,
complete thorough rounds of the building and call their supervisors and other appropriate University
staff (student custodian, Public Safety, 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, 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 8pm-8am on weekdays and 8pm-10am on weekends and be available by
duty cell phone. While on duty RAs may not leave their building unless given permission by
  their supervisor.

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
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 will follow all Residence Life key and access card policies. Any RA who loses a key and/or an access card, must notify RA supervisory staff 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 are expected not to 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.


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 purpose 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’s Residence Life Office practice of releasing my academic information to the Director, Associate Director and Assistant Director's 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.
Date Signature of Resident Assistant Resident Assistant Printed Name

Date Signature of Director of Residence Life