The Resident Assistant (RA) position at Regis University is a student leadership opportunity sponsored by the Office of Residence Life and Housing. The primary responsibilities for this position are to cultivate a safe and enriching living and learning environment within residence halls and to live in accordance with the missions of the University and of the Office of Residence Life. The RA position is based on student leadership and teamwork, and the RA must be able to demonstrate the ability to be a leader amongst students and an overall team player. The RA’s primary responsibility is for the holistic development of 20-50 people living in a residential community.

A successful RA willingly acts as a role model for other students by living according to the standards and expectations detailed below. Those in this role assist other students by:

- Providing educational and social programs for residents;
- Being available in the residence halls, including (but not limited to) time spent on duty;
- Maintaining effective and positive relationships with residents;
- Referring students to campus resources; and
- Enforcing the University’s discipline philosophy.

**Qualifications and Academics**

*Credit Hours:* Residence Life staff members are here to graduate. For this reason we expect staff members to carry at least the minimum full-time student load, 12-18 hours but no more than 18 hours (plus one 0-credit hour class), unless the Assistant Director approves the overload. To be eligible for the RA position, the student must have completed two semesters at Regis University. On-campus living experience is preferred, but not mandatory. RAs must remain in good academic and disciplinary standing with the University.

*Grades:* Staff members are expected to be students first and maintain a satisfactory GPA while on staff. With this in mind we hire students hold a 2.80 or better cumulative average prior to their employment.

Current RAs are placed on probation for semester GPAs that fall below a 2.80; RAs whose GPAs fall below a 2.80 for two consecutive semesters will be subject to job termination. Any RA (current or new hire) who does not achieve at least a 2.80 for their cumulative GPA will be terminated or have their employment rescinded. There is not a probation period for staff members who fall below a 2.80 GPA cumulative, only termination.

Senior Staff RAs must maintain a 3.0. SS RAs are placed on probation for semester GPAs that fall below a 3.0. SS RAs who fall below a 3.0 for two consecutive semesters, will be subject to job termination. Any SS RA that does not achieve a 3.0 for their cumulative GPA will be terminated.

**Benefits**

Compensation includes a room on campus at no charge to the RA. The RA receives a staff meal plan to use when the food service on campus is in operation. The RA also receives a monthly stipend of $150.00 per month for a nine-month contract.

The RA position, on average, is a compensation package totaling $12,750 for the year. RAs receive a $150 per month stipend but are earning far more monthly in the form of room and board. Students accepting the RA position should plan out academic year expenses to live within the compensation package granted.

**Time Commitment**

An RA will spend an average of 15 hours per week during a semester working in the halls and within the residential community. Because of the unique nature of an RA position, an individual accepting this role must be prepared to commit time and energy to performing the expectations to the best of his or her abilities. Establishing and maintaining relationship with the residents and other staff is fundamental to the effective performance of the RA role.
Any RA interested in pursuing any employment outside the RA position must gain prior approval from their RLC. Any work off-campus must receive prior RLC Approval. This approval will not be granted to first time, first semester RAs. An RA may, on a case-by-case basis, be approved to work up to five (5) hours per week on-campus through work study. Not every RA will be approved for this and their work on-campus must never exceed five hours per week.

The RA role is a coveted and distinguished student-leadership opportunity and can be time-consuming and intense (though also rewarding and exciting); allowing RAs to work off-campus will take away from the leadership that is needed in the halls and required by the position. We want to ensure that you are successful in your academic pursuits, followed by your leadership in the RA position and so it is generally not in the best interest of the RAs or the residents to hold external employment.

Any RA interested in pursuing any regular, non-employment time commitment(s) outside the RA position must gain prior approval from their RLC. Such time commitments may include, but are not limited to, academic credit hours above 18, volunteer work, athletic participation, student organization involvement, internships, leadership positions, special program events, etc. Night classes or other regular evening commitments must be approved in advance by both the RLC and Senior Staff (SS).

Staff Training and Meetings

Following selection, assignment, and acceptance of a position, a new RA will be required to participate in an introductory training during the spring semester prior to employment, a thorough training in August prior to the beginning of the academic year, and ongoing training throughout the year. Missing any training may be grounds for dismissal from the position. RAs should consult the “Important Dates” calendar issued to them for dates and times they are expected to be at campus. RAs should also consult and use the RA Manual for individual training and information needs.

Any of the training sessions may be lengthened or shortened depending on New/Returning status or on LLC/Traditional status. Returners may serve in leadership or mentoring positions throughout the training or year. RAs should consult the dates and times they are expected to be at campus. RAs should also consult and use the RA Manual for individual training and information needs.

- **Spring Training** typically occurs in March on a Friday afternoon, but RAs should consult the dates and times communicated from the Office of Residence Life; non-returning RAs may be exempt from the training day in spring.
- **Fall Training** requires all RAs to return to campus approximately two weeks prior to move in day in August.
- **Winter Training** takes place in January for 2-3 days before residents return to campus.
- **RA Class** (PC260E, Peer Assistant Training) is required for all new RAs, who must pass with a grade of at least “C” or better. Alternates are not required to take this class, but they will upon accepting an RA position. The class meets once a week on Wednesdays from 4-5:50p.m. Enrollment is required, so RAs must plan accordingly.
- **Staff Meetings** occur once a week with one’s respective hall staff. RAs should allot two hours for this meeting, as it is important for general updates, hall support, and staff cohesion. All staffs then come together for the monthly staff training sessions (STAR Days). Professional Staff may choose to call other staff meetings as needed.
- **Wing/Floor Meetings** are held by the RA to open and close each semester with residents. RAs may require additional meetings with residents as needed.
- **RA/PM Selection** in the spring semester necessitates the involvement of all current staff members, including RAs and PMs.
- **One-on-One Meetings** are held each week, alternating between the RLC and SS. RAs should allot one hour for this meeting during the 9-5 workday. This is a time when RAs will regularly convey updates with resident concerns, floor status, finances, and programs. This is also a time for staff members to check in about personal well-being. Staff Evaluations will be done at least once a year and as needed.

Administration, Communication, and Facilities

RAs must maintain paperwork, such as Room Condition Reports and Roommate Contracts. RAs will also be responsible for overseeing their wing/hall, supporting work orders as needed. Other required paperwork includes weekly reports, incident reports,

Initials__________
informational reports, program planners, program evaluations, trip planners, etc. Deadlines will be explained during training and failure to regularly meet deadlines may result in RA disciplinary action.

RAs must communicate resident, staff, or building concerns to the respective supervisor in a timely and professional manner. Additionally, position-related emails must be answered promptly and professionally: within two days during the school year, and within one week during school vacations.

RAs assist in check-in procedures in the fall and check-out procedures in the winter and spring. This may include overall preparation, documentation of damages, cleaning of common areas, walk-throughs. Throughout the year, RAs are responsible for supervising the wing/floor/building’s physical environment and communicating with the Residence Life Coordinator on building needs and preventative maintenance projects. This includes maintaining a positive working relationship with custodial and maintenance staff.

RAs are commonly around information that is of a confidential nature. Information should only be shared with SS, RLCs, and counselors as needed. All other sharing should be approved by the RLC. When sharing information, it should only be discussed in private settings. Failure in discretion or breach of privacy is grounds for RA disciplinary action or immediate removal from staff. RAs should use FERPA and RA training for further guidance.

Programming and Community Building

RAs are expected to foster a sense of community among residents to promote individual responsibility and to protect individual rights, values, dignity, and respect. They achieve this by using a general and regular welcoming presence in the halls, programming to residents’ needs, referring residents to campus resources, and supporting the Regis University Student Handbook (policies, mediations, etc.). Programming should be planned, promoted, executed, and reflected upon in a timely and professional manner. At least five residents must be in attendance for the RA to receive programming credit. RA programs address the cultural, educational, personal, spiritual, and social needs of residents. RAs may also use programs to address community issues or concerns. RAs support other RA and PM programs through attendance, promotion, and assistance; they also do this for all-hall and all-campus programs. Co-programming with RAs, PMs, and other campus resources is encouraged and sometimes required.

Bulletin boards and door tags are completed regularly. These should be done in planned, creative, timely, and purposeful manner. They can be used to achieve the same purpose as programs (community building, educational, etc.). Failure to regularly meet deadlines may result in RA disciplinary action.

Duty and Discipline

On average, an RA serves duty two nights each week and every third or fourth weekend. Duty is an opportunity and responsibility to monitor the residence hall, responding to crises as needed. Lead and Operational duty shifts require RAs to be in the building from 6:00p.m. to 7:00a.m. (or until 12:00p.m. following a Friday or Saturday night duty shift). Additional shifts may be required during certain times of the year, and each RA must serve an equitable amount of “holiday shifts” (such as Spring Break, Thanksgiving, etc.).

RAs are first responders and should follow the Standard Operating Procedures (SOPs) as the situation requires. RAs must document any policy violations using the Incident Report system within 24 hours of the incident (sooner is encouraged). Whether or not they are on duty, RAs are always expected to respond to crisis situations and policy violations as needed. All RA’s are expected to be familiar with the building fire alarm system and familiarize residents with the building evacuation and other emergency procedures.

RAs should use the Informational Report system to promptly relay any information that may be of concern to Professional Staff. This may include, but is not limited to, suspected hearsay about policy violations, disconcerting student behavior, or mediation notes. Corresponding with RLCs in one-on-one meetings or emails is also encouraged to follow up or ask questions about any incident or
information. An RA will provide feedback to the Office of Residence Life regarding issues, policies, and procedures that may be reviewed or changed for the good of the Regis community.

Because they enforce policy, RAs must be able to understand and articulate University policy and rationale to residents. All RAs will be trained regarding policy enforcement. They will also receive support so that they consistently enforce policy in halls, and so they may assist residents in developing methods of self-enforcement. An RA will provide continuous interaction and be an example that encourages students to act with reason, assume responsibility for their actions, and be consistently considerate of others’ rights.

Character

RAs are expected to demonstrate positive attitude, initiative, interest, enthusiasm, maturity and cooperation. They must demonstrate a desire to learn and grow; show sensitivity and respect; understand personal impact; demonstrate good listening skills and maturity; avoid actions or behaviors that will call into question the integrity of the staff member or staff team. RAs should manage time and organization successfully, provide a role model for student residents, and keep information about students and staff confidential.

As a representative of this University and an enforcer of the Student Handbook, RAs must strive to uphold and go beyond what is required in order to maintain their standing as a role model. Always being viewed as a Resident Assistant of Regis University extends to life on campus, in other halls, off campus, on Facebook and other social media outlets, etc. Residents tend to associate RAs and their behavior with the Office of Residence Life and Housing as a whole; RAs are expected to behave accordingly.

Behavior Concerning Alcohol

A major concern is related to the illegal consumption of alcoholic beverages, the use of illegal drugs, and any other violations of the law, which might reflect upon the University and upon you as its representative. Your role as a model for other students is one of the most important duties you will assume. Handle the responsibility carefully and with the respect it deserves.

Behavior Away From the Halls and/or Campus

Your position as a student staff member extends outside your building and to the campus at large. This does not imply that you enforce random rules and procedures across campus, advise students in other arenas, or assert your staff position in places where it is not required. However, your role modeling responsibility carries beyond your floor and hall community. You do not shed your position when you leave your floor or hall community. While on campus, and off campus as well, you are expected to conduct yourself as a staff member of the Office of Residence Life and Housing.

Other Duties as Assigned

Other duties as assigned, which include appearing before the Judicial Board as needed and completing other assignments deemed necessary by the RLC, SS, or Office of Residence Life and Housing.

Living Learning Communities (LLCs)

LLC RAs have additional expectations to ensure the success of their communities. This is largely due to the increased expectations of residents, the additional funding, and the connection between the LLC program mission and the University mission. Because each community has a customized focus, the expectations also vary per RA.

Overall, LLC RAs do have additional training (as outlined above). LLC RAs have higher programming expectations: making strong use of the budgets, getting resident feedback, incorporating service, and co-programming. LLC RAs should attend and organize LLC dinners. LLC RAs must help document their LLCs through tracking paperwork, taking photos, and possibly compiling newsletters. Most LLC RAs will also have traditional residents who they must make special efforts to include and support.
Certain LLC RAs will have additional training, required certification, recruitment efforts, required programs to promote, and increased program requirements. Some of this will require time and energy during the summer. All LLC RAs should stay in regular communication with RLCs to understand what expectations their particular LLC requires.

Probation and Termination

A probationary period will be given to any RA who is failing to meet the minimum expectations of the Office of Residence Life and Housing. The period and length will be determined by the appropriate Professional Staff member, the Director of Residence Life, and/or Associate/Assistant Directors.

The RA may be terminated immediately if the terms of the probation period are not met. The RA may also be terminated immediately – without a probationary period – at the discretion of the Office of Residence Life and Housing if any part of this agreement is not met. This includes (but is not limited to) absences from staff training activities, duty, or in-services; grades falling under a 2.8 GPA; limited building availability; poor staff evaluations; entering the discipline process; or failure to work with staff and residents.

The monthly stipend will be revoked in case of termination. The RA may also be terminated for other good or just causes. Any student staff found responsible for violating the Regis University Code of Conduct will be subject to immediate termination.

Probation Clarification: While on job probation, staff members may not hold outside employment or carry over 18 credit hours. Involvement in outside commitments may also be limited, if time to complete RA functions is a concern. Staff members are not permitted to be on job performance and academic probation simultaneously. Staff members that are placed on both job and academic probation in the same semester will be subject to employment termination.

Appeal Process in the Event of Termination/Disciplinary Actions

RAs have the right to appeal termination to the Assistant Director of Residence Life. Such appeals must be filed in writing not later than three (3) workdays after receipt of the letter of termination. Such appeals will be granted only on the following grounds:

a) The sanction imposed (termination from their position) is grossly disproportionate to the offense;
b) The student was not accorded his/her right to have their version of the situation heard;
c) The decision of the Residence Life Professional Staff Member was not supported by substantial evidence

d) New information has become available since the initial meeting, which would have significantly altered the results.

While this investigation is conducted, the Assistant Director of Residence Life has the right to suspend the RA from his/her duties in the interim. The Assistant Director of Residence Life will review the termination, the written appeal requests, the incident documentation and written findings of the Professional Residence Life Staff Member. In cases involving termination, the Assistant Director of Residence Life or the Director of Residence Life may also wish to review the case personally with the individual, any witness(es), or other appropriate parties prior to making the decision.

Following review of the appeal request, the Assistant Director of Residence Life or the Director of Residence Life may elect to void, uphold, or alter the decision of the Residence Life Professional Staff Member; that decision shall be final in all cases. Summary termination and exclusion from University property may be imposed without the hearing procedure outlined in this document. The Director of Residence Life may take this action if satisfied that serious misconduct has occurred and/or that the student’s continued presence as a Resident Assistant presents unreasonable risk or danger to him/herself and/or to the community. An RA so sanctioned must leave the community immediately, as determined by the Director of Residence Life. Following the imposition of a summary termination, a hearing will be conducted to determine whether the student should be reinstated in his/her Resident Assistant position and the summary sanctions removed, using the general guidelines for the appeal process in the event of termination/disciplinary actions, as appropriate. All benefits outlined will end as of the date of termination. The student will then be responsible for the cost of his/her room and board for the remainder of the academic year.

Evaluations

The RLC will evaluate each student staff member at the end of each semester. The student staff member will be given the opportunity to complete a self-evaluation prior to the evaluation meeting with their supervisor. Additionally, student staff members will have an

Initials__________
opportunity to provide feedback to the Assistant Director of Residence Life about the job performance of their RLC (if applicable). The evaluations are a unique opportunity to give and receive feedback. The purpose is to help establish goals to enhance strengths and develop areas of improvement. RLCs will receive a summary of the staff’s feedback. We encourage you to be open and honest in your feedback when using the evaluation as well as throughout the year. The student staff member’s signature on his or her evaluation indicates that the evaluation has been reviewed with that individual by their direct supervisor. The signature does not necessarily indicate that the student staff member agrees with the evaluation. Any appeals of an evaluation must be made to the AD within 3 days of the completion of the evaluation.

Agreement

1. I hereby agree to fulfill the above outlined Resident Assistant Expectations as a Resident Assistant at Regis University.
2. I acknowledge that failure to fulfill the conditions of the above expectations will be considered grounds for termination of employment, as outlined above.
3. I acknowledge that, by signing below, I am selected as a recipient of the Resident Assistant Grant-in-aid award, and I agree to act in accordance with provisions of this agreement.
4. I understand that the relationship between the University and an Resident Assistant is not an employment relationship, but rather a grant award relationship between the student and Regis University.
5. This agreement is effective during the 2016-2017 academic year.

_________________________________  __________________
Resident Assistant (Printed)  Date

_________________________________  __________________
Resident Assistant (Signature)  Date

_________________________________  __________________
Residence Life Coordinator (Signature)  Date

_________________________________  __________________
Director of Residence Life (Signature)  Date