



## Resident Advisor Agreement

### Housing & Dining Services Mission Statement

As we dedicate ourselves to the university's strategic direction, we in HDS create an inclusive and supportive holistic experience that will inspire our students to thrive and fulfill their potential.

In addition to providing supervision and resident services in our communities, Residence Life promotes the personal growth and development of each resident through intentional programming efforts. In partnership with other units within the Division of Student Affairs and the larger university community, Residence Life has identified the following broad goals: fostering scholarship as a fundamental purpose, creating a vibrant inclusive community, supporting a sense of individual and community integrity and creating opportunities for personal development.

### Resident Advisor Overview

The resident advisor (RA) position is a live-in position, whereupon, the RA is responsible for facilitating a positive community among residents, promoting a safe and comfortable living environment and serving as a departmental and university representative and role, all while living in a department assigned space within our community. This position description and agreement serves as an overview of the housing and dining expectations of the RA position with additional community specific expectations provided by the RA's supervisor.

### Resident Advisor Responsibilities

#### **Community Development**

RAs will be responsible for building an inclusive community on their floor/building and around their community. Listed below are general community development responsibilities:

#### **Residential Curriculum**

Residential curriculum describes an intentional way of promoting learning in college and university residence life and education programs and identifies a specific approach to structuring learning opportunities for students. RAs will be responsible for implementation and assessment of the residential curriculum for their assigned community. This includes but is not limited to Buff Chats, building relationships with each resident and intentional programming efforts. The residential curriculum will be covered during student staff trainings.

### **Hall Council/RHA**

RAs will support and work with hall councils and the Residence Hall Association (RHA). This can include participation in RHA or the National Residence Hall Honorary (NRHH) initiatives or supporting monthly recognition such as Of The Month (OTM) nominations.

### **Initiatives/Committees**

As returners to a staff, second and third-year RAs are looked to for their insight and expertise in departmental initiatives. Second and third-year staff could be asked to participate in community or department initiatives such as staff recruitment, staff training, partnership programs with others across campus and department or community-specific committees/teams/collateral assignments as directed.

### **RAP and LLC**

Being part of a residential academic program or living and learning community (RAP or LLC) might mean additional commitments to support those programs. These responsibilities will fall within the RA's 20 hours per week. The partnership between the hall director and RAP director will be necessary for defining the RA's role in the program. To learn more about our RAP and LLC programs, see our website: [living.colorado.edu/get-involved](http://living.colorado.edu/get-involved)

### **Mediations**

At times, students have roommate conflicts or floor disagreements. RAs are expected to help facilitate mediations and work to resolve these conflicts through scheduling and facilitating mediations in a timely fashion with residents, document, and refer as instructed by supervisory staff.

### **Resource Referrals**

RAs are expected to identify student needs and refer residents to appropriate resources and inform supervisors as directed.

### **Welcome Ready Checks**

RAs are responsible for conducting room checks when preparing for a new resident to move in.

### **Fall/Spring Welcome**

RAs are responsible for promoting, escorting and participating in welcome events as outlined by their supervisor.

### **Community Center**

RAs are responsible for working four hours at the community center to support the community center programming model and administrative tasks.

### **On-Call**

On-call includes, but is not limited to, office hours, community walks—internal and external, lockouts, work orders, RA assigned tasks and incident response, etc.

- Weekend shifts run from Friday evening to Sunday afternoon.
- Weeknight shifts run from Sunday evening to Friday mornings.

- Special events including, but not limited to Homecoming, Halloween, Admitted Student Day, St. Patrick's Day, Martin Luther King Day, Fall Welcome events, and holiday breaks do require additional staff support. Hall directors will communicate these dates in advance.
- Campus closure/emergencies can occur at any time. RAs may be required to on-call during university-wide events such as floods, blizzards or other emergencies when all HDS staff are needed. These instructions will come from the director of Residential Programs and Services or their designee.

## **Administrative**

RAs are responsible for various administrative tasks throughout the year. Listed below is a snapshot of items that RAs will be responsible to complete.

### **Floor/Building Meetings**

RAs are responsible for conducting opening and closing floor/building meetings each semester and others throughout the year as the need arises or as directed by supervisory staff.

### **Incident Report Writing**

RAs are expected to submit well-written, timely incidents reports on issues in their community as described and instructed by supervisors.

### **Inventories**

RAs will conduct room inventories prior to move-in, during move-out and throughout the semester for room changes.

### **Fire, Health and Safety**

RAs are expected to conduct inspections each semester as directed by their supervisory staff. RAs are also expected to assist with fire drills as directed.

### **Timesheets**

RAs will need to submit completed timesheets to their supervisor biweekly as determined by their hall director. Failure to adhere to this can result in a delay in compensation.

### **Email**

RAs are required to use their provided @colorado.edu email as their primary means of electronic communication for work-related emails. RAs are required to check their email every business day unless on approved leave.

### **Facilities**

RAs will report maintenance concerns or assist residents in how to report their concerns on the same day.

### **Mailbox**

RAs need to check their mailbox in the community office daily to ensure they have important information needed for residents living in the halls.

## **Meetings**

All Res Life RA staff meetings occur on Wednesday's from 6:00 pm-8:00 pm. RAs are required to attend their weekly staff meeting unless first given permission to be excused from their supervisor. Class schedules are the only valid reason that will be factored into this regularly scheduled meeting time, however, RAs should contact their supervisor to discuss their class schedule well in advance and before any new classes are scheduled during staff meeting time. In addition, RAs are also required to attend a regularly scheduled 1-on-1 meeting (30 min-1 hr) with their supervisor.

## **Occupancy Checks/Roster Verifications**

Assist in verification of resident occupancy each semester under supervisor direction.

## **Move-In and Move-Out**

RAs are required to work all HDS openings/closings of facilities during the 2018-19 year as scheduled by their supervisor.

## **Resident Advisor Training & Development**

Training and development are priorities to ensure that RAs are equipped to perform well in this role. Our brand and guiding philosophy is Connect-Grow-Succeed. Training is intentionally designed to build upon itself sequentially and missing parts of trainings can affect RAs ability to perform their duties. RAs can expect to go through training in August, January and May (Summer RAs only), as well as any in-services. However, should life-changing events or reasonable academic exceptions come up, RAs will need to connect with their supervisor who will address these situations on a case by case basis.

## **Resident Advisor Requirements and Qualifications**

If there are circumstances which may affect an RA's qualifications of employment (GPA, credit hours, etc.), or their ability to perform job duties, it is the RA's responsibility to inform their supervisor immediately.

## **Academic Commitments**

HDS will make reasonable accommodations in order to support RAs academic commitments. If an RA has internships or classes that may interfere with responsibilities outlined in this document, the RA will need to discuss these with their supervisor to verify if conflicts can be accommodated. *Please note that Res Life staff meetings occur every Wednesday from 6:00 pm-8:00 pm.* All RAs are expected to keep this time available for HDS meetings.

## **GPA**

This is a student leader position and demonstrating academic excellence is a departmental value. We expect RAs to maintain a good academic standing with the university during their employment. Grade checks will be conducted at the conclusion of each academic semester. Should RAs drop below the 2.5 CU cumulative GPA, their supervisor will work with them to develop an intentional academic plan so RAs can find success in their student leader role.

## Office of Student Conduct

This is a student leader position, demonstrating the ability to abide by university regulations, state and federal laws is strictly enforced. RAs must maintain in good conduct standing from their offer date until the end of employment to remain qualified for the RA position. Violation of a Residence Hall Handbook or Student Conduct Code could result in a change in job status.

## Outside Employment/Additional Commitments

In support of RAs success as students, outside commitments (internships, student organizations, secondary employment, etc.) must be approved by the hall director supervisor. If approved, all outside activities will be limited to fourteen hours per week. Additionally, RAs participate in activities which might constitute as a conflict of interest with the RA position. Returning RAs in good standing with the department may seek supervisor approval to exceed the fourteen hours.

## Summer Employment

RAs are not required to work during the summer. However, should an RA wish to work we ask that they communicate these needs in their application or with their supervisor. Housing will only be provided to RAs working during the summer.

## Termination of Employment

Employees in Colorado are considered at-will employees. This means HDS reserves the right to release an employee for disciplinary reasons, instances of occupancy capacity, staffing needs, etc. HDS will give advance notice for any job-related concerns as it is our intention to keep staff in their positions provided they continue to perform well. All job action items are addressed through the employee staff work performance guide.

## Status of Employment

The RA position is a 10-month appointment. RAs are hired to the RA position one year at a time (August to May) and can apply to return the following year. Graduating staff should inform their immediate supervisors of their anticipated graduation date at least one month prior to graduation. Graduation mid agreement is permitted but may impact placement.

## Performance Evaluations

Student staff will be evaluated in the fall and spring semesters and on an ongoing basis by their supervisor. The use of Performance Improvement Plans will be used to improve an identified deficient skill area or behavior. Student staff will be required to complete department surveys, peer and supervisor evaluations by the due dates determined by the department.

## Government Approval

RAs must be approved to work by the U.S. government throughout the duration of their employment. Any international student hired to be an RA should consult with International Student and Scholar Services to verify all pertinent materials are in order to hold the position and meet with an international tax specialist prior to accepting the position.

## Residency and Time Away

One method to support community building is presence and availability on the floor. Also, HDS encourages staff to take time away throughout each semester to maintain a positive work-life

balance. To aid in this, HDS encourages RAs to take up to four nights away each month (excluding holiday break periods); this will not impact compensation and/or job status. This means that outside of days RAs are off or on leave, they are expected to live in their assigned unit. We define a night away as an evening in which the RA is not within their assigned building by 3:00 am and/or unable to perform their role as a staff member. We encourage staff to work with their direct supervisors to identify times away from the community, particularly if it is for an extended period of time.

## **Background Check**

In order to safeguard the student community, the university will request a background check for all applicants. An RA's hire status is always conditional upon a successful verification. If verification is not successful, all employment decisions will be made by the director or his or her designee.

## **Enrollment**

RAs must be a currently enrolled CU student with full-time student status, which is no less than twelve undergraduate units or nine graduate units a semester, in order to apply for the RA position. RAs are required to have an assistant director's approval to drop below the class registration requirement. Summer class registration is not required for summer employment as a RA, but RAs must still be an active/enrolled student at CU. Please note that if an RA is not enrolled during the summer semester, their taxes and compensation will be impacted.

### **Medical Withdrawal and Grade Change**

If an RA seeks to request a medical withdrawal or grade change, the RA will need to communicate with their supervisor immediately. A timeline for departmental approval will be worked out with their supervisor (under the guidance of the assistant director) that requires verification from the department/college/registrar.

## **Remuneration and Housing**

RAs are compensated in the form of a free room accommodation and 19 meals/week. The semester's stipend rates for the 2017-2018 academic year are hall/suites style - \$6,999 and apartment style - \$8,088. If an RA is hired off-cycle, the amount of stipend will be adjusted based on student staff hire date. Summer stipend (May-August) is a separate amount.

All room costs are covered in the RA position compensation, but should an RA be hired after the start of the year a prorated reduction in room costs will be made based on start date. Please note that all furniture must remain in the assigned space and cannot be removed.

