

# University of Montana Western

RESIDENCE LIFE

## RESIDENT ASSISTANT WORK AGREEMENT

Resident Assistants (RAs) are students employed by the University on a live-in basis and who provide maximum availability of staff to residents. Thus, a large part of RA work is determined by spontaneous, non-scheduled occurrences, and may take place at any time. As a result, the actual time an RA expends on behalf of the University is indeterminably mixed with time expended on socializing, studying, eating and sleeping.

The RA is expected to be present for dinner and/or lunch meals and to attend major departmental and campus functions, group meetings and programs. In addition, the RA must attend staff meetings and training sessions as stipulated by the Assistant Director of Residence Life and Area Coordinator. It is required that RAs be present prior to the opening of on-campus housing in the Fall until after the end of each semester to assist with closing the unit and other administrative details. RA's will be expected to return early from Winter Break for Mid-Year Training.

Under joint supervision of the Area Coordinator and the Assistant Director of Residence Life, the RA is responsible for the administration and implementation of the student development program on a floor.

The RA will perform the following functions:

- Develop community among residents & maximize positive resident interaction and their interaction with the campus community
- Establish an atmosphere conducive to study and provide formal academic assistance to residents
- Counsel residents regarding problems or concerns and provide resources and information
- Enforce residence halls and University regulations and refer misconduct
- Help maintain the safety and general well-being of residents
- Promote, develop, and implement programs and events to meet departmental goals

The RA is expected to be on site in their Residence Hall for Duty and Office Coverage as dictated by the schedule. RAs should expect to be on site and available more frequently when extra coverage is needed during certain times of the semester, especially during the first two weeks of classes, end of semester, and major programs (e.g., Halloween Trunk-or-Treat, Winter formal, Paw Prints Auctions, final Spring event, etc.).

Each RA assumes duty coverage from 4:00 p.m. to 8:00 a.m. for the entire hall on a rotational basis, dependent upon the number of staff in the assigned location. Duty rounds occur between 9:00 p.m. to 12:00 a.m. on weekdays and 9:00 p.m. to 1:00 a.m. on weekends. RAs are expected to respond to emergencies during their duty night.

RAs are expected to be known as staff by residents in their assigned units. RAs must participate in staff identification such as lobby photo displays, printed staff rosters, public introductions, and other methods determined by the Area Coordinator and Assistant Director of Residence Life. In

addition, when RAs are on duty, they should wear their uniform and name tag so that they may be easily identified.

The RA agrees to reflect positive behavior and follow all University of Montana Western Student Code of Conduct requirements, Residence Life policies and State and Federal Laws both on and off campus. Also, RAs will refrain from consuming alcohol while on-campus, even if they are 21 years old. RAs are to avoid situations where there is underage drinking even if they themselves are not consuming alcohol or even if they are of age.

In return for the expected actual hours of work, the University will provide the RA during their period of satisfactory employment with a room in the assigned unit and a 7-Day, Big Dawg board plan. **As this compensation is regarded as a scholarship, RA candidates need to talk to Financial Aid to determine how this may affect their aid before applying for or accepting an RA position.** The term of this contract is for one academic year. All RA's must apply for rehire during the spring semester unless determined otherwise by the Area Coordinator and Assistant Director of Residence Life.

The RA is expected to consider the RA job as their first priority after personal academic success. All other commitments (both social and financial) shall be considered as lower priority than above. RAs should not expect to be excused from duties (including staff meetings, training, Student Leadership Academy Sessions/Activities, etc.) for any reason except academic need. **RAs wishing to hold other employment must consult with the Area Coordinator and the Assistant Director of Residence Life for permission.** It is expected that the RA position in combination with a full academic load will leave little time for other employment; consequently, it is discouraged. **Foreign travel is also prohibited because job requirements cannot be missed or reassigned.**

The RA must be enrolled at the University and maintain a minimum GPA of 2.5. In the event that student status or minimum GPA is not retained, the RA is subject to immediate termination. RAs will be evaluated on a Semester basis and must maintain a satisfactory rating.

I agree to the terms listed above.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_