The Resident Advisor (RA) is assigned to a residential living area and serves as a resource to students. S/he assists in building community and with the administrative operation of the residence halls, as well as with educating students about University and residence hall policies. The Resident Advisor provides programming based on an assessment of the community and individual needs. The responsibilities of the Resident Advisor position are implemented under the supervision of and with the assistance and support of the Area Coordinator.

The Resident Advisor is a role model for our residential communities and supports the missions and goals of Student Development and the Office of Residence Life.

**Mission Statement of Student Development:**

Think Critically. Act Morally. Serve Others.

**Mission Statement of the Office of Residence Life:**

Residence Life is committed to providing quality programs and services that develop a diverse community environment of mutual respect.

**TERM OF APPOINTMENT**

The Resident Advisor position is an appointment with the Office of Residence Life for the period beginning Sunday, August 10, 2008, through Monday, May 18, 2009 (5:00pm).

**ELIGIBILITY**

An RA must be a full-time student and maintain a minimum 2.7 grade point average (GPA) during each semester, or a 2.7 cumulative GPA, for the duration of this contract agreement. A staff member whose grades fall below the 2.7 GPA may be placed on academic probation for the semester or dismissed from their position.

**EXPECTATIONS**

In support of the Wittenberg community, our goal as a Residence Life Staff is to strive to create and maintain secure, comfortable, cohesive, residential communities conducive to academic success and personal growth. RAs assist in accomplishing this goal in the residence halls as follows:

**FOLLOWING AND ENFORCING UNIVERSITY AND RESIDENCE HALL POLICIES:**

The University and Residence Life guidelines have been developed to ensure that legal, societal, and community norms are respected. When one accepts the responsibilities of being an RA, one also accepts that they are to abide by and enforce the Student Code of Conduct.

- RAs are to be knowledgeable of, and to abide by University and Residence Life policies and procedures
- RAs are to educate students on policies and procedures based upon the handbook
- RAs are to intervene, document, and/or consult on behavioral matters of concern
- RAs are to maintain confidentiality regarding disciplinary matters

**AVAILABILITY AND COMMUNITY DEVELOPMENT:**

The RA’s availability and contact with students is essential. RAs are expected to be approachable to all individuals on the floor, or in their section, throughout the academic year.

RAs are expected to initiate contact with students on the floor within the first week of classes to begin building rapport. Names of residents should be known by the end of the second week. As the year continues, try to make it a point to see each student at least three times a week so as to learn and know more about them than their names. While contact time with residents may vary by section or floor, this is to be a guideline for use in establishing and gaining knowledge of residents, and to begin the development of community.
RAs are expected to promote community within their section.

RAs are expected to make the Resident Advisor position the highest non-academic priority, scheduling other commitments so that they do not conflict with the responsibilities of the position. RAs cannot have another job on campus. RAs may have another job off-campus, no more than 8-10 hours per week, as long as it does not interfere with the performance of their responsibilities. All employment must be approved through the AC.

RAs may be required to be on campus and/or present in halls on certain weekends, i.e., Parents’ Weekend, Bid Weekend, Homecoming, Wittfest, Little Sibs Weekend, etc., as identified by the Area Coordinator and/or RA Contract, and according to building needs.

COUNSELING AND CONFIDENTIALITY:

An RA should be sensitive to the needs of all residents. The interest with which an RA listens to and guides students with difficulties is critical.

RAs may serve as mediators in roommate conflicts and assist residents in personal and academic development.

RAs provide residents with information about campus and community help resources, and make referrals when appropriate.

To protect the dignity of the individual, RAs should not share information given by a student with other students. All information of concern is to be communicated directly to the Area Coordinator. **RAs may not guarantee confidentiality if a student is a danger to him/herself or others.**

PROGRAMMING:

Providing developmental and education opportunities to residents is one of the most challenging and interesting aspects of the RA role. This fall, with the goal of helping students to be successful academically, we will pilot a First Year Experience (FYE) program in the residence halls and some of the programming requirements (see below) will be geared toward support of this program.

RAs are expected to do assessments of their residents either formally or informally within the first few weeks of classes in order to determine programming needs.

Because programming is a crucial part of the academic mission of Wittenberg University, each RA is expected to facilitate a minimum of five (5) programs per semester as outlined in the programming model provided to each RA during Fall Training 2008. Bulletin boards (passive programming) are also expected to be completed by each RA, as outlined in the beginning of the academic year (typically one per month).

Each RA is strongly encouraged to attend Hall Government meetings and actively participate in the planning and facilitation of Hall Government functions. One (1) RA will serve as the Hall Government Representative, thus reducing their required office hours by one (1) per week. RAs are also expected to encourage residents to participate in Hall Government and Residence Hall Association activities.

RESIDENCE HALL DUTY:

While on duty, RAs provide assistance in monitoring and managing the residence halls. Individual staffs determine hall duty schedules based on hall needs, with a minimum of one staff member being on duty per evening. The RA on duty is responsible for the hall between the hours of 7:00 p.m. and 8:00 a.m., and is expected to be on time and available for all residents. There is a Area Coordinator on duty for the campus each night. A weekly duty roster will be provided to each RA via e-mail as a resource. RAs on duty must contact the Area Coordinator on duty between 6:45 p.m. and 7:00 p.m. to check-in for duty. In addition to providing first-line response for emergency situations, duty responsibilities include the following:

- Be accessible by phone at all times, unless on rounds.
- Hold office hours from 7:00 p.m. to 12:30am Sunday through Thursday and 7:00pm to 2:30am on Friday and Saturday.
✓ Complete a minimum of five (5) sets of rounds of the hall Sunday through Thursday, and six (6) sets on Friday and Saturday. *Any Area Coordinator may request additional sets of rounds.*
✓ Monitor activity and intervene when encountering policy violations or other issues of concern.
✓ Record observations, actions, and/or policy violations through incident reports and the RA duty log.
✓ Utilize duty time as an opportunity to carry out functions outlined in this contract, such as spending time with students, following-up on helping/counseling issues, being available, and planning programs.

**PERFORMING ADMINISTRATIVE TASKS:**

Completion of administrative tasks is crucial to the successful operation of the residence hall system. The following are expectations of RAs:

✓ RAs are expected to hold 5 office hours per week in addition to their regular duty office hours
✓ RAs are to attend and supervise, as necessary, floor and hall functions
✓ RAs are expected to participate in the RA recruitment and selection process and the room selection process during the spring semester
✓ RAs are to promptly complete written administrative tasks such as program proposals, program evaluations, room condition reports, emergency information cards, incident reports, surveys, maintenance requests, evaluations, and other forms as requested by the Residence Life Staff

**ADDITIONAL EXPECTATIONS:**

Organizations are most effective when everyone works together. Achieving unity requires tolerance for others, give and take, and the willingness to carry one’s share of the responsibility. This can be achieved through the following expectations:

**Compromise:** Compromise is a major part of working together as a team in the hall (scheduling, duty nights, office hours, etc.) RAs are expected to contribute to the staff team by working with other RAs and the Area Coordinator to define goals and objectives for the hall.

**Communication:** Effective communication helps to foster a sense of team for the hall staff. RAs are to maintain regular contact with the Area Coordinator and other staff members in order to establish effective communication and to receive direction and guidance. RAs are expected to express concerns and frustrations in a constructive manner and to the appropriate people.

**Attendance:** RAs are expected to attend meetings on time, as required, such as regularly scheduled weekly staff meetings, individual “one-on-ones,” RA All Staff meetings, pre-arranged fire drills, training and emergency meetings.

**Keys:** Each RA has access to sub-master keys. These keys are to always be signed out in the office, and returned promptly after letting a resident into their room. Your key that opens the trap box should be a key kept separate from all other keys you have, and must always be left in your room, unless you are using it. Since this key gives you access to all the rooms in the building, you would have to pay for the entire building being re-cored if it is lost.

**All Staff meetings:** Each RA is expected to attend all of the monthly All Staff meetings. These All Staff meetings may be in replacement of the weekly staff meeting for that given week. If additional meetings are needed, RAs are expected to be in attendance.
MANDATORY DATES OF PARTICPATION:

RAs will be expected to participate in all or assigned break opening and closings. Each AC may have specific expectations that differ by building. In order to assist you in planning accordingly, the break periods are listed:

- Thanksgiving Break (Halls close at noon on 11-25-08 and re-open at 10 a.m. on 11-28-08)
- Winter Break (Halls close at noon on 12-20-08 and re-open at 10 a.m. on 1-11-09)
- Spring Break (Halls close at noon on 3-7-09 and re-open at noon on 3-14-09)

The following are dates that all staff are required to attend:

- Spring training (April 13, 2008)
- Fall Training (August 10, 2008 – August 31, 2008)
- Winter Renewal (TBA-tentatively January 10, 2009)
- Group Process during RA selection: (TBA-typically early February)
- Room Selection Process (TBA-typically early April)
- Homecoming Weekend (October 10-12, 2008)
- Wittfest (TBA-typically last Saturday in April)
- Little Sibs Weekend (TBA, Typically in March)
- Family/Parents’ Weekend (TBA)
- Other activities, programs, and meetings assigned by the Office of Residence Life and its’ staff members

EVALUATION:

Evaluation of one’s performance is an on-going process achieved through formal and informal evaluation by the residents on your floor and the Area Coordinator. RAs are to develop the basic skills necessary for the satisfactory performance of their positions. Failure to meet the basic requirements of the position may result in job-related sanctions and/or termination. RAs may refer to the Student Employment Guidelines page for specific reprimand system procedures. RAs are encouraged to seek guidance and feedback from the Area Coordinator at any time when the pressure of the position and classes becomes too stressful.

COMPENSATION:

All RAs are provided a single room during employment. First year RAs receive an hourly rate of $6.85 per hour, 22 hours per month. Returning second and third year RAs and Community Advisors receive an hourly rate of $6.85 per hour, 26.5 hours per month, as well as $150.00 per semester for books. Each of these pay periods is for 10 months, pay to occur once per month, September through June. Failure to complete duties as assigned will result in a reduction of hours paid, this is at the discretion of the Area Coordinator and Associate Dean of Students and Director of Residence Life. As experienced staff members, returning RAs are expected to take on greater responsibility, as agreed upon in consultation with the Area Coordinator.
WITTENBERG UNIVERSITY
RESIDENT ADVISOR AGREEMENT
2008-2009 ACADEMIC YEAR

EMPLOYMENT AGREEMENT

Student staff appointments are for one full academic year. I understand that there is no guarantee of employment beyond this contract year. I have read the responsibilities and expectations of the Resident Advisor position at Wittenberg University. I understand and agree to fulfill them. I understand that failure to meet the above could result in termination.

____________________
Print Name

____________________
Signature

____________________
ID Number

____________________
Date