



Resident Assistant Agreement 2022 - 2023

The following guidelines have been established to clarify the Resident Assistant agreement. While the administration of these guidelines may vary, it is important to understand them in order to successfully perform the responsibilities of the Resident Assistant position. Failure to adhere to these conditions will jeopardize potential RA eligibility for hire and current RA appointment status. Additional specifics and descriptions of the processes associated with these policies and expectations are in the RA manual, provided in conjunction with orientation for the position to students who are hired.

The resident assistant (RA) position is a live-in, student leadership role within Housing and Residence Life responsible for facilitating learning and positive community among residents, promoting a safe and comfortable living environment, and serving as a departmental and university representative and role model.

- I. Qualifications:** Candidates and RAs are responsible for informing a supervisor/hiring official of circumstances that may impact qualifications.
 - A. Enrollment: RAs must be enrolled as a full-time KSU student registered for no less than 12 (undergraduate) or 9 (graduate) hours for fall and spring semesters. Candidates must have completed at least 1 semester of enrollment at KSU by start date.
 - B. GPA: RAs must maintain a 2.5 KSU cumulative and term GPA at time of appointment and throughout the term of appointment.
 - C. Student Conduct: RAs must be in good conduct standing at the time of appointment and throughout the term of appointment.
 - D. Criminal Background Screen: Acceptance into the RA position is conditional upon the successful completion of a criminal background screen conducted by the Department of Human Resources at Kennesaw State University.
 - E. RAs are required to complete a housing application, sign a housing license agreement and pay any associated application and room fees to live in on-campus Housing.
- II. Period of Appointment and Time Commitment**
 - A. Appointments are made for one academic year. The academic year is defined as fall and spring semester. An academic year appointment does not dictate a summer appointment or an appointment for the following academic year.
 - i. A summer term appointment is defined as the full summer semester and there is a separate selection process for RA appointment for summer semester.
 - ii. RAs may be terminated at any time based on their job performance, academics, and any changes to their conduct standings. These items are interrelated and are not independent of each other.
 - iii. An RA must be able to serve a full academic year appointment.
 - B. An RA's principle non-academic activity is their position. Additionally, co-curricular activities are not to conflict with the time needed to be available and accessible to residents.
 - i. Other time commitments (i.e., jobs, internships, Co-Ops, Greek organizations, athletics/intramural, student organizations, etc.) must be discussed with and approved by their supervisor. This includes any time commitments that they may have had prior to appointment by the Department of Housing and Residence Life and any additional time commitments in the future. These time commitments cannot be more than 20 hours per week.
 - ii. The RA may not assume or continue any paid responsibilities, either on or off campus, without approval and permission from the supervisor. Permission in these circumstances will be contingent on current course load, job performance, and academic performance.
 - C. RAs must be available prior to and during Residence Hall Openings and Closings to complete check-in and check-out administrative tasks. Please see the Commitment Calendar for dates.
 - D. As all residence halls are open during break periods (Fall Break, Thanksgiving Break, Winter Break, and Spring Break), RAs may be required to work during break periods. RAs must also be available during semester breaks to complete administrative tasks and perform on-call responsibilities. Not all RAs will be required to work during a break period but may need to be available. Failure to comply with the request could result in termination.

- E. All travel plans must be made in accordance to the RA Commitment Calendar schedule. It is expected that RAs are able to attend all openings, closings, and training sessions. If travel plans interfere with any of the above, they may be terminated from the position.

III. Expectations

- A. Community Specific - Each community is unique, and staff will be provided with a set of community-specific expectations at the start of each semester (fall and spring). These expectations serve to meet the specific needs of these communities and RAs are expected to fulfill them to meet the needs of their assigned residents.
- B. Ethical Standards: RAs will adhere to the following ethical standards while in the RA position:
 - 1. *Confidentiality*: Maintain confidentiality of all staff and students (FERPA). While complying with the University's duty to report as required by Title IX and Clery Act.
 - 2. *Relationships*: RAs are strongly discouraged from engaging in romantic and/or sexual relationships with their community's residents. RAs are expected to consult their supervisor in the event that they think this cannot be avoided.
 - 3. *Codes of Conduct*: All Housing and Residence Life staff members are expected to comply with and uphold the Codes of Conduct as well as state and federal laws and other University or department policies.
 - 4. *Consistency*: RAs will treat all persons with equity so as not to provide unfair advantage for service.
 - 5. *Respect*: RAs will be respectful of all persons in and property of Housing and Residence Life.
- C. Housing Contract Expectations - RAs are responsible for reading and understanding all terms and conditions of the housing contract. RAs may be assigned to a shared unit as part of their placement.
 - 1. RAs assigned to shared units for their placement may be able to provide roommate preferences; however, this option is never guaranteed due to space, time and other circumstances.
 - 2. If RAs resign or are released from the position they will need to work with Housing and Residence Life to relocate and will be responsible for the same housing and associated fees as other residents once their position has been terminated or based on the date in their resignation letter. They will need to relocate to another housing assignment once their position has been terminated.

IV. General Responsibilities

- A. Facilitate learning and positive community among residents
 - i. Actively and regularly engage with residents
 - ii. Facilitate opportunities and activities that support the four learning goals of the department (identity, independence, relationships & community, and inclusion)
 - iii. Utilize residents' feedback and needs in planning and implementing activities and events
 - iv. Inform, refer, and connect residents with available KSU resources to support their success
 - v. Assist residents through conflict resolution
 - vi. Identify opportunities to promote and support faculty/staff-student interactions during activities and events
 - vii. Supporting the initiatives of the Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH) by encouraging residents to actively participate and engage in their community council(s) and the larger organizations.
- B. Promote a safe and comfortable living environment
 - i. Prepare and evaluate condition of living spaces during opening and closing periods for Housing and Residence Life
 - ii. Conduct semesterly health and safety inspections
 - iii. Adhere to guidelines for de-escalating, confronting, and documenting incidents
 - iv. Follow crisis response procedures and contact appropriate staff in the event of an emergency situation
 - v. Serve in on-call rotation to respond to after-hours crisis situations
 - vi. Promote an inclusive environment for all residents and create initiatives to maintain an inclusive community
- C. Serve as a departmental & institutional representative and role model
 - i. Role model appropriate interpersonal, professional, and academic behavior that reflects positively on oneself, the staff, supervisor, department, and institution
 - ii. Utilize appropriate time management skills to maintain an appropriate level of involvement with co-curricular activities, personal obligations and interests, etc. so as not to interfere with academic performance or position responsibilities
 - iii. Demonstrate a positive attitude, enthusiasm, and pride for the RA position and the Department of Housing and Residence Life

- iv. Uphold and abide by KSU Student Code of Conduct, Housing Contract, and department standards & procedures
 - v. Holding residents accountable to the Code of Conduct, Housing Contract, and Residence Hall Policies
- D. Administrative: RAs are responsible for completing administrative responsibilities within the community that contribute to the responsibilities listed in A-C.

V. **Compensation:** All responsibilities articulated in this position description and agreement are compensated in the form of a furnished, on-campus bedroom and meal plan subsidy as identified by Housing and Residence Life. Compensation is based on an August to May RA Agreement, with Break days and semester breaks accounting for the remaining weeks of the year. Should an RA not fulfill all assigned duties through their release date in May, they will not receive full compensation. The RA will be subject to a charge on their student account which will be a proration of the cost of their assigned room, in addition to the standard improper checkout fee that is assessed for students who do not follow the proper checkout procedures. The improper checkout fee will only apply should the RA not complete the checkout process with the appropriate staff member. The prorated room expense will apply to any RA who does not fulfill their assigned responsibilities for the closing of the semester or academic year.

VI. Acceptance of Resident Assistant Position Agreement

- A. By signing this agreement, you indicate the following:
1. You are responsible for the careful review of the contents of this, and other documents related to performance expectations, any addenda to this agreement, your community expectations, and your housing contract.
 2. You have read, fully understand and accept the terms and conditions outlined in the RA position description and RA commitment calendar and accept the position for the appointment term(s) associated with this position.
 3. You also understand that you are responsible for the Department's *Resident Handbook and Guide to On Campus Living*, Housing and Residence Life training, policies, protocols or directives from your supervisor.
 4. The RA position is expected to be your first priority after academics. Involvement in other campus related activities or employment is not considered a rationale to forego RA responsibilities. RAs are expected to request approval from their supervisory chain to be excluded from stated position responsibilities.
 5. You are strongly encouraged to seek immediate support from a supervisor if you begin to struggle in your position.
- B. Photograph Use - As a member of the Department of Housing and Residence Life staff, pictures will often be taken during training sessions, programs, meetings and other events. The department will use some of these images in the course of developing marketing materials and publications. I (the student staff member) hereby grant KSU's Department of Housing and Residence Life the irrevocable and unrestricted right to use, reproduce and publish photographs of me, including my image and likeness as depicted therein, for editorial, trade, advertising, recruiting professional and student staff or any other purpose and in any manner and medium; to alter the same without restriction, and to copyright the same. I hereby release Housing and Residence Life from any and all claims, actions and liability related to its use of said photographs. IN WITNESS WHEREOF, the undersigned, intending to be legally bound, hereby sets their hand and seal the date written below.

RA Name (Print): _____

Date: _____

RA Name (Signature): _____