LEAD RESIDENT ASSISTANT AGREEMENT

I, the undersigned, accept the position Lead Resident Assistant offered in the Office of Residential Education for the period of Sunday August 18, 2019 at 5:00 pm to Monday, May 18, 2020 at Noon with an approximate stipend for:

- 1st year RAs-$4,300 full year or $252.94 every two weeks;
- 2nd year RAs-$4,600 full year or $270.59 every two weeks;
- 3rd year RAs-$5,000 full year or $294.12 every two weeks;
- 4th year RAs-$5,400 full year or $317.65 every two weeks.

LRA’s are moved one year ahead in the pay scale (i.e., an LRA who is starting to work for Res Ed for a second year as a student staff member would get paid as a third year staff member).

All staff enrolled at Oberlin prior to Fall 2017 will receive single occupancy rooms at the double occupancy rate. All staff enrolled at Oberlin Fall 2017 or later will receive single occupancy rooms at the standard housing rate with a 5% discount. Please be aware that all rooms will not be equal and the Office of Residential Education reserves the right to relocate you during the summer if needed to accommodate housing needs.

**Terms and Conditions:**
The Office of Residential Education is the primary on-campus and off-campus employer/extra-curricular activity for the student staff member. Other employment, assistantships, and campus involvement should be considered secondary to the LRA position/duties. The LRA position is considered approximately 20 hours per week. Outside commitments should be discussed with your supervisor prior to accepting the commitments.

- LRAs are required to return to campus by 12 noon on August 18, 2019 for fall LRA training and opening and 5 pm on Wednesday, January 29, 2020 for spring training and opening. Staff may return to campus starting Friday August 16th; however, the first meal provided will be dinner on Sunday, August 18th. Winter training will run from Wednesday, January 29-Friday, January 31, 2020.

- Residential Education believes in continual training for student staff. Each semester, each staff member will be able to pick from a list of several predetermined Res Ed workshops or all-campus educational programs to attend for in-service credit. All student staff must complete two (2) approved in-services each semester. LRAs must present at least one continual training for RAs each year.

- LRAs will also need to work until NOON on Sunday, December 22, 2019 for the fall semester closing and Monday, May 18, 2020 until 12 NOON for spring semester closing. Permission to stay beyond the approved deadline must be secured from your supervisor.

- LRAs may be asked to stay for coverage during Fall break (10/17/19-10/27/19), Thanksgiving (11/28/2019 - 12/1/2019), Winter Term (1/3/20-1/28/20), and Spring break (3/21/20-3/29/20). It is imperative that travel arrangements for these periods not be confirmed until such time as coverage is determined. Staff members must be in their buildings at the time residence halls re-open following break periods.

- LRAs must attend mandatory cluster meetings which occur weekly on Thursdays at 8 pm until 10 pm. LRAs will also meet at least bi-weekly for at least 30 minutes for a one-on-one meeting with their supervisor.

- LRAs are expected to maintain a minimum cumulative and semester GPA of 2.5 and maintain good academic and disciplinary standing. Anyone on disciplinary probation cannot hold the position. LRAs cannot begin the job on academic
probation. Once in the position, LRAs may be approved to continue in the position for one semester on academic probation. Academic and disciplinary standing will be reviewed on a semester basis. By signing this agreement, you agree that the Office of Residential Education has permission to complete an academic standing check for each semester.

- LRAs will be accessible during evening hours as well as most weekends. LRAs will need to communicate weekends away from campus ahead of time with their Area Coordinator.
- LRAs are expected to assist with the spring housing selection process and may assist Residential Education, Program House Faculty-In-Residence and/or academic departments to facility housing placements.
- LRAs are expected to host a 30 or 60 minute session during Winter SSM Training.
- LRAs are also expected to assist with SSM selection during the spring term including interviews and group process.
- LRAs are not guaranteed to return to the position for the following year. Any student staff member wishing to return must follow the reapplication process. Re-hiring is based on a combination of the application and overall evaluation of job performance. Staff members on employment probation will not be rehired for the following year.

*****These dates may change. Please speak with your Direct Supervisor before you make any travel plans.

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**General Position Description:**
The Lead Resident Assistants (LRAs) are essential part of the Residential Education team. LRAs provide leadership and assist residents in developing a positive learning community environment by building strong, healthy relationships with residents. A positive learning community environment is one where active learning takes place through RAs facilitating opportunities for formal and informal faculty and resident interaction, seeking resident involvement and creating a sense of investment among residents. This is completed within guidelines established by the College and the Office of Residential Education. The LRA works collaboratively with the Professional Staff in the assigned residential area in providing leadership, role modeling, staff development, and management of the operational and facility logistics for the assigned area.

**Specific Responsibilities:**

**Community Facilitator**
1. Role modeling the norms, values, and rules of the Oberlin College community.
2. Be available and accessible for at least 2 hours per week during the same time each week when they are in their room with their door open or in a lounge space. Office hours should be posted on the SSM’s door and provided to their supervisor.
3. Provide one floor meeting at the beginning and end of each semester to build community, assess and meet needs, plan community events, and disseminate information.
4. Create a sense of identity for the living group in conjunction with the residents on the floor/section.
5. Plan, advertise, and implement six (6) programs a semester. This includes four (4) floor programs and two (2) large hall-wide or cluster wide programs that involved collaboration with other SSMs.
6. Submit program proposals, evaluations, and attendance tracking for each program.
7. Develop at least two (2) advertising strategies for floor programs and four (4) strategies for larger all-hall or cluster wide programs.
8. Post indicator boards on their doors to assist LRAs with setting boundaries with their residents and introduce students to the function of the LRA position and when LRAs are available.
9. Actively work with residents to create a community whose attitudes, language, and behavior reflect awareness and sensitivity to other cultures and backgrounds.
10. Correspond with residents on a routine basis in regards to programming, facilities, on campus resources, and involvement in the Oberlin Community.
12. Create a community that is conducive to living, sleeping, and studying.
13. Understand and articulate College and/or Residential Education procedures and policies as outlined in College publications.
14. Confront and report individual or group(s) violating community, College, or Residential Education rules and regulations.

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**Relationship Facilitator**
1. Know the residents living on the floor/section within two weeks of arrival.
2. Assist residents in learning one another’s names and interests.
3. Maintain regular contact with residents on the floor/section.
4. Act as a moderator between roommates with oversight from the Area Coordinator.
5. Refer students to campus resources as appropriate.
6. Maintain professionalism in dealing with residents.
7. Actively support a positive staff team dynamic.
8. Check in with residents as requested by your supervisor in a timely manner.
9. Distribute and discuss roommate agreements with all residents.
10. Program House and Theme Staff only: collaborate with Faculty-In Residence, academic departments, and/or advisors to facilitate programming and program house/theme floor expectations.

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Leadership
1. Role model appropriate behavior for Resident Assistants and residents.
2. Assist the Professional Staff in building and maintaining staff morale and positive relations through coordination of education and social staff development activities.
3. Assist in coordination and implementation of in-services, training, and on-going development needs for the RA staff.
Plan one in-service opportunity for the RA staff per semester
4. Establish and coordinate in hall and/or duty schedule and programming calendar(s).
5. Develop and implement staff bonding events in consultation with the Area Coordinator for the cluster.
6. Attend the NEOHO Student Staff conference
7. Meet regularly with new RAs in your cluster once a month.

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Administrative Duties
1. Complete incident reports as needed and follow up as requested by supervisor.
2. Monitor and report condition of common areas, bathrooms, kitchens, and other residential spaces. This includes entering work orders when necessary.
3. Bulletin boards must be posted every month. Bulletin Boards should provide information and resources to residents.
4. Participate in opening, closing, and any move processes throughout the year.
5. Participate in the cluster duty rotations by performing rounds to assess the safety of the spaces including facility issues, student safety, and informal check-ins with residents.
6. When on duty, conduct rounds of the entire building(s) two (2) times a night Sunday-Thursday, three (3) times a night on Friday and Saturday and as specified by Residential Education on holidays and special events. Supervisors will determine the timing of rounds.
7. When not making building rounds, the student must be accessible by phone from 8:00 pm until 8:00 am when duty ends.
8. Complete, in a timely manner, administrative tasks such as maintenance requests, weekly reports, programming forms, purchasing procedures, life safety inspections, and other assigned by Residential Education.
9. Check mailboxes, voicemails, emails, and duty logs regularly as requested by supervisor.
10. To be an available resource to the residents at Oberlin, it is an expectation that you consent to release your phone number to the college population.
11. Attendance and participate in weekly staff meetings, staff development programs, and individual meetings or other Residential Education meetings by supervisors.
12. Complete other duties as assigned by the Office of Residential Education.

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Conduct
1. Abide by all College and Residential Education Rules and Regulations.
2. Support and positively represent the Office of Residential Education including your cluster.
3. Display and role model responsible behavior throughout the entire Oberlin Campus.

If a staff student staff member is alleged to be in violation of College or Residential Education policies, the case will be referred to the Oberlin College judicial process. The job action process is progressive. Once a student staff member is on warning, additional issues with job performance may result in the next level of job action. Depending on the severity of the performance issue, the staff member may be placed on probation or be released from the agreement without verbal or written warnings or probationary status. Consistently poor evaluations with no signs of improvement can lead to termination or not being rehired for the next academic year.
The four levels of the employee job action system are:

1. **Verbal Warning**: This is the initial step in the job action process. The verbal warning is used when a minor problem first occurs. The verbal warning will still be formally documented.

2. **Formal Written Warning**: A written warning is given when a staff member has not satisfactorily corrected a problem as outlined during the verbal warning. A written warning may also be the initial step in cases of a more serious nature.

3. **Probation**: Probation is the last corrective step in the job action process. Probation is a defined period of time in which a staff member must improve upon and fulfill job expectations. Failure to successfully perform job expectations while on probation can result in termination. LRAs on probation may not be rehired for the following academic year.

4. **Termination**: If job performance has not shown marked improvement, the student staff member will be released from their agreement. If a violation is serious enough, as deemed by a director supervisor or a central staff member, it may result in immediate termination, bypassing the previous disciplinary levels.

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**Conditions of Resignation/Termination**

a. Should a staff member wish to resign, they must notify their supervisor in writing at least two weeks prior to the date of resignation.

b. If a student staff member leaves the position through termination or resignation, the Office of Residential Education will find a housing placement for the student out of the building/cluster where they are employed. The student staff member must relocated within 48 hours of the effective resignation.

c. A student staff member has the right to appeal their termination to the Director of Residential Education.

d. At the end of a staff member’s tenure, the supervisor will place within their employment file a letter that describes the staff position, and the student staff member’s performance in the position.

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**Keys**: Staff office/closet access is issued to staff members and must be used only in accordance with the written policy outlined in the Student Staff manual and explained by your direct supervisor. Staff will be billed for any missing keys not accounted for during area key audits. The cost of lost keys will be split and billed to each staff member’s term bill. The cost of a lost master key is, at minimum, $1,500.

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**Confidentiality**: As a student employee of the Office of Residential Education at Oberlin College, staff members need to be aware that they will have access to confidential information, both written and verbal. Staff members must maintain the appropriate confidentiality of any records and conversations related to students/College employees. Appropriate confidentiality means staff members are expected to discuss resident concerns/issues with their supervisor(s) only. Additionally, student staff members, as well as ALL members of the Oberlin College Community, have a duty to report knowledge of a potential sexual assault or potential for a student to harm themselves or others immediately to their supervisor or appropriate College personnel.

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The Student Staff Agreement is a document that helps to determine the nature of the relationship between student staff and the Office of Residential Education. Should new information become available, the Office of Residential Education reserves the right to update the terms of this document and inform all involved parties. The signature below indicates that the student staff member has read, understands, and agrees to the terms of this agreement with the Office of Residential Education & Dining Services. Additionally, the student staff member agrees to allow semester academic and student conduct checks to verify non-probationary academic and disciplinary standing.

Welcome to the Residential Education team!

_______________________________________________  ________________________________
Signature of staff member  Date

_______________________________________________  ________________________________
Printed name  Area/Placement