

2022-2023 VILLAGE ASSISTANT AGREEMENT

I, the undersigned, accept the position of Village Assistant offered in the Office of Residential Education for the period of **Sunday, August 21, 2022 at 6:00pm to Monday, May 15, 2023 at noon** with an approximate stipend of \$6,300 for the full academic year (\$3,150 per semester) paid in bi-weekly installments.

All Village Assistants will receive single occupancy or shared occupancy apartments. Please be aware that all apartments will not be equal and the Office of Residential Education reserves the right to relocate you 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 VA position/duties. The VA position is considered approximately 10-20 hours per week. Outside commitments should be discussed with your supervisor prior to accepting the commitments. Due to the time commitments of this role, VAs are not permitted to participate in other student leadership roles that require a significant time commitment, including but not limited to: PAL, OSCA Leadership, Student Senate Executive Board, SFC Treasurer, etc.

1. VAs are required to return to campus by **August 21, 2022 at 6:00 pm** for fall training and opening. VAs are required to return to campus for spring semester by **January 29, 2023 by 6 :00 pm**. VAs will also be required to work until **noon on Friday, December 23, 2022** for fall semester closing, and until **noon on Monday, May 15, 2023** for spring semester closing.
2. VAs must attend mandatory cluster meetings on Thursdays at 8:00 pm until 10:00 pm. VAs will also meet at least biweekly for at least 30 minutes for a one-on-one meeting with their supervisor.
3. VAs 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. VAs cannot begin the job on academic probation. Once in the position, VAs may be approved to continue in the position for one semester on academic probation. Academic and disciplinary standing will be reviewed on a semesterly basis. By signing this agreement, you agree that the Office of Residential Education has permission to complete an academic standing check for each semester.
4. VAs will be accessible during evening hours as well as most weekends. VAs will need to seek prior approval for time away from campus with their Area Coordinator. A maximum of one week away from campus will be approved each month.
5. VAs are expected to assist with department-wide initiatives including, but not limited to, housing selection, new staff selection, student staff training, and professional staff searches.

VAs 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 job performance. Staff members on employment probation will not be rehired for the following year.

*VAs may be asked to assist in RA coverage as needed.

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

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General Position Description:

The Village Assistants (VAs) are an essential part of the Residential Education team. Working in a variety of non-traditional housing settings, VAs not only facilitate the development of a positive learning community, but also play a critical role in assisting students to develop the skills necessary for independent living. This is accomplished through the thoughtful and intentional implementation of the Senior Year Residential Experience as well as significant administrative work within the Office of Residential Education & Dining Services in accordance with guidelines established by the College and the Office of Residential Education & Dining Services. The Senior Year Residential Experience is an initiative that seeks to enhance students' final year at Oberlin through a variety of experiences designed to foster growth, reflection, and preparation for the transition to post-Oberlin life.

Specific Responsibilities:

Community Facilitator

1. Model the norms, values, and rules of the Oberlin College community.
2. Provide weekly community building strategies in assigned area of responsibility, assess and address needs, and disseminate information as appropriate.
3. Utilize the Residential Education Model framework in collaboration with other VAs to foster student learning, growth, and development by building an inclusive and authentic community and fostering meaningful relationships. VAs will utilize a variety of strategies to foster student learning including intentional conversations, resident check-ins, bulletin boards*, newsletters, community virtual meetings, campus partnerships, and holding students accountable for their decisions.
4. Correspond with residents on a routine basis in regards to community building opportunities, facilities, on campus resources, and involvement in the Oberlin community.
5. Promote and encourage involvement in Residential Education initiatives such as Community Council (formerly Village/Cluster Council).
6. Assist residents with understanding the responsibilities that come with independent living.
7. Understand and articulate College and/or Residential Education procedures and policies as outlined in College publications.
8. Confront and report individuals or groups violating community, College, or Residential Education rules and regulations within residential spaces.

*Bulletin boards are not available in all Village neighborhoods. Bulletin board content will be provided digitally for those without bulletin boards.

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Relationship Facilitator

1. Act as a moderator between housemates with oversight from the Area Coordinator.
2. Refer students to campus resources as appropriate.
3. Maintain professionalism in dealing with residents.
4. Know the residents living in your neighborhood within the first month of classes.
5. Communicate with residents how to get a hold of you.
6. Actively support a positive staff team dynamic.
7. Check in with residents as requested by your supervisor within 48 hours of the request.
8. Communicate frequently, openly, and honestly with your supervisor and other staff members in the Office of Residential Education.

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Administrative Duties

1. Complete incident reports as needed and follow up as requested by your supervisor.
2. Monitor and report the condition of common areas and other residential spaces such as porches, lawns, and driveways. This includes entering work orders when necessary.
3. Complete a weekly walk through of the assigned Village Housing area as outlined by your supervisor.
4. Participate in opening, closing, and any move processes throughout the year.
5. Complete, in a timely manner, administrative tasks such as weekly reports, assessment forms, purchasing procedures, life safety inspections, and others assigned by Residential Education.
6. Check mailboxes, voicemails, emails, and other documentation regularly as requested by your supervisor.
7. 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.
8. Attend and participate in weekly staff meetings, staff development programs, and individual meetings or other Residential Education meetings set by your supervisor.
9. Work 6 hours per week in the Residential Education office.
10. 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.
3. Display and role model responsible behaviors throughout the entire Oberlin Campus.
4. Serve as a “Responsible Employee” for the College as defined by the Sexual Misconduct Policy

If a 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 a 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. RAs on probation will 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 direct 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

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

2. 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 be relocated within 48 hours of the effective resignation.
3. A student staff member has the right to appeal their termination to the Director of Residential Education.
4. At the end of a staff member's tenure, the supervisor will place the student staff member's evaluation of the position in their file.

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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. Student staff with master access on their ID card should use it in accordance with the written policy outlined in the Student Staff manual. Failure to use master access or keys in accordance with the written policy may result in probation and/or termination.

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Confidentiality: As a student employee of the Office of Residential Education at Oberlin College, staff members 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 only. Additionally, student staff members, as mandated reporters, have a duty to report knowledge of a potential sexual assault or potential for a student to harm themselves or others immediately to appropriate College personnel and their supervisor.

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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.

Please note that in accordance with guidelines and procedures set forth by the college, should Oberlin College switch to a virtual environment, the Village Assistant position is not eligible for remote work.

Signature of staff member

Date

Printed name

Area/Placement