

## 2021-22 RESIDENT ASSISTANT AGREEMENT

I, the undersigned, accept the position Resident Assistant (RA) offered in the Office of Residential Education for the period of **Sunday, September 19th, 2021 at 5:00pm to Sunday, June 5, 2022 at Noon** with an approximate stipend of \$6,300 for the full year (\$3,150 per semester) paid in bi-weekly installments.

All staff will receive single occupancy rooms. Please be aware that all rooms 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 RA position/duties. The RA 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, RAs 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. RAs are required to return to campus by **September 19, 2021 at 5pm** for fall training and opening. RAs will also be required to work until NOON on **Thursday, December 23, 2021 AND Tuesday, January 25, 2021** for fall semester closing, and until NOON on **Sunday, June 5, 2022** for spring semester closing.
2. RAs must attend mandatory cluster meetings on Thursdays at 8 pm until 10 pm. RAs will also meet at least biweekly for at least 30 minutes for a one-on-one meeting with their supervisor.
3. RAs 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. RAs cannot begin the job on academic probation. Once in the position, RAs 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. RAs will be accessible during evening hours as well as most weekends. RAs 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. RAs 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.

RAs are not guaranteed to return to the position for the following semester or 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.

***\*The dates listed above may change. Please speak with your direct supervisor before you make any travel plans.***

\_\_\_\_\_ ***Initial Here***

## **General Position Description:**

The Resident Assistants (RAs) are an essential part of the Residential Education team. RAs 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 interaction among residents and campus partners, promoting resident involvement, and creating a sense of belonging and investment in their community among residents. This is completed within guidelines established by the College and the Office of Residential Education.

## **Specific Responsibilities:**

### ***Community Facilitator***

1. Model the norms, values, and rules of the Oberlin College community.
2. Act as an educator to foster student learning tied to the mission of the College.
3. Provide weekly community building strategies in RA's area of responsibility. Provide community events, assess and meet needs, and disseminate information.
4. Create a sense of identity for the living group in conjunction with the residents on the floor/section.
5. Utilize the Residential Education Model framework to foster student learning, growth, and development by building inclusive and authentic community and fostering relationships. RAs will utilize a variety of strategies to foster student learning including intentional conversations, bulletin boards, community meetings, campus partnerships, and holding students accountable for their decisions.
6. Maintain appropriate relationships within the residential community, which includes refraining from relationships with residents under your purview due to power dynamics.
7. Actively work with residents to create a community whose attitudes, language, and behavior reflect awareness and sensitivity to other cultures and backgrounds.
8. Correspond with residents on a routine basis in regards to programming, facilities, on campus resources, and involvement in the Oberlin Community.
9. Create a community that is conducive to living, sleeping, and studying through enforcement of community guidelines and student code of conduct.
10. Understand and articulate College and/or Residential Education procedures and policies as outlined in College publications.
11. Confront and report individual or group(s) violating community, College, or Residential Education rules and regulations.

\_\_\_\_\_ ***Initial Here***

### ***Relationship Facilitator***

1. Know the name of residents living on the floor/section within the first two weeks of classes.
2. Assist residents in learning one another's names and interests.
3. Maintain regular contact while role modeling ObieSafe policies with residents on the floor/section.
4. Refer students to campus resources as appropriate.
5. Maintain appropriate relationships and professionalism in dealing with residents.
6. Actively support a positive staff team dynamic.
7. Check in with residents as requested by your supervisor in a timely manner.

\_\_\_\_\_ ***Initial Here***

### ***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, bathrooms, kitchens, and other residential spaces. This includes entering work orders when necessary.
3. Bulletin boards must be posted every month. Bulletin Boards should support the Residential Education Model.
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) as specified by your supervisor.
7. Student Staff must be accessible by phone while on duty from 8:00 pm until 8:00 am the next morning. Student staff will complete lock outs while serving on duty. Student staff must be present in their cluster for the entire duration of duty.
8. Complete, in a timely manner, all administrative tasks assigned by Residential Education.
9. Check mailboxes and respond to voicemails and emails within 48 business hours
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. Attend and participate in weekly staff meetings, staff development programs, and individual meetings or other Residential Education meetings set by your supervisor.
12. Serve on one committee/collateral assignment as assigned by your supervisor.
13. Complete other duties as assigned by the Office of Residential Education.

\_\_\_\_\_ *Initial Here*

### **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” 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 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.

\_\_\_\_\_ *Initial Here*

### **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 be 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 the student staff member’s evaluation of the position in their file.

\_\_\_\_\_ *Initial Here*

**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. Student staff should only use master access in accordance with the written policy outlined in the Student Staff Manual. Failure to use master access in accordance with the written policy may result in probation and/or termination.

\_\_\_\_\_ *Initial Here*

**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 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 their supervisor or appropriate College personnel

\_\_\_\_\_ *Initial Here*

**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 Resident Assistant position is not eligible for remote work.**

\_\_\_\_\_

**Student Staff Member Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Student Staff Member Name (Printed)**

\_\_\_\_\_

**Area/Placement**