VILLAGE ASSISTANT AGREEMENT

I, the undersigned, accept the position Village 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.

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.

I understand that as a VA 50% of my stipend will be based on my responsibilities as a Village Assistant in an assigned area. The other 50% of compensation will be based on actual office hours worked in the Residential Education Office.

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 20 hours per week. Outside commitments should be discussed with your supervisor prior to accepting the commitments.

- VAs are required to return to campus by 5 pm on August 18, 2019 for fall 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 31st, 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.

- VAs will also need to work until NOON on Saturday, 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.

- VAs 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.

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

- 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 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.

- VAs will be accessible during evening hours as well as most weekends. VAs will need to communicate weekends away from campus ahead of time with their Area Coordinator.
- VAs are expected to assist with the spring housing selection process and the on-campus housing fair.
- VAs are also expected to assist with SSM selection during the spring term including interviews and group process.
- 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 a combination of the application and overall evaluation of 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 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 and committee 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. Role modeling the norms, values, and rules of the Oberlin College community.
2. Be available and accessible for at least 2 hours per week via phone, online, or other method during the same time each week to residents.
3. 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 VAs.
4. Submit program proposals, evaluations, and attendance tracking for each program.
5. Develop at least two (2) advertising strategies for area programs and four (4) strategies for larger Village wide programs.
6. Correspond with residents on a routine basis in regards to programming, facilities, on campus resources, and involvement in the Oberlin Community.
7. Promote, recruit involvement in, and assist in advising Village Council.
8. Assist residents with understanding the responsibilities that come with independent living
9. Understand and articulate College and/or Residential Education procedures and policies as outlined in College publications.
10. Confront and report individual or group(s) violating community, College, or Residential Education rules and regulations.

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**Relationship Facilitator**
1. Act as a moderator between roommates with oversight from the Area Coordinator.
2. Refer students to campus resources as appropriate.
3. Maintain professionalism in dealing with residents.
4. Actively support a positive staff team dynamic.
5. Check in with residents as requested by your supervisor in a timely manner.
6. Communicate frequently, openly, and honestly with your AC supervisor and other members of staff in the Office of Residential Education

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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 and other residential spaces such as porches, lawns, and drive ways. This includes entering work orders when necessary.
3. Complete weekly walk through of the assigned Village Housing area as outlined by supervisor.
4. Participate in opening, closing, and any move processes throughout the year.
5. 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.
6. Check mailboxes, voicemails, emails, and duty logs regularly as requested by 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. Attendance and participate in weekly staff meetings, staff development programs, and individual meetings or other Residential Education meetings by supervisors.
9. Complete other duties as assigned by the Office of Residential Education.

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In-Office

VAs are responsible for six (6) hours a week of work in the main Residential Education and Dining Services office. Each VA will work at the front desk of Residential Education for this portion of the position. VAs will also be given special projects by Central Staff working at the front desk. VAs are not expected to complete office hours during fall break, winter term, spring break, or the first week of fall and spring terms.

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 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. RAs 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 in that describes the staff position, and the student staff member’s performance in the position.
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.

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.

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 judicial checks to verify non-probationary academic and disciplinary standing.

Welcome to the Residential Education team!

_______________________________                _______________________________
Signature of staff member                           Date

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Printed name                                     Area/Placement