

2024 - 2025 Resident Assistant Job Description / Contract

Hamline University Office of Residential Life

This RA job description and contract includes the most important job expectations and mandatory training dates required of the Resident Assistant position within the Office of Residential Life at Hamline University for academic year 2024 - 2025. It is 100% your responsibility to review this RA Job Description / Contract thoroughly before you apply. If you have any questions, please contact the Office of Residential Life @ reslife@hamline.edu or by calling 651.523.2061.

Resident Assistant Position Description

The Residential Life Office, a department within Student Affairs, is an integral part of Hamline University and the lives of its students. The Residential Life Office encourages a living/learning environment that fosters personal, interpersonal, and intellectual growth, as well as the appreciation of diversity within the University community.

The Resident Assistant (RA) is a peer educator, working with residents to assist in addressing their needs within the residence hall and the University community. The position is particularly challenging as the RA becomes counsel to residents and has to find a way to balance their own academic and personal demands and responsibilities. To support, guide, and direct Resident Assistants, an S/AC (Student Area Coordinator or Area Coordinator) works to create a safe, secure environment that fosters the educational mission of the University and enhances the personal development of students and resident assistants.

Resident Assistant Job Responsibilities

- Abide by the Performance Guidelines, RA Job Description / Contract & Residential Life Confidentiality Agreement
- **CRITICALLY IMPORTANT:** Meet expected administrative deadlines
- Build community & support the programming efforts of the Residential Life Office with RA solo, RA duo and All RA / All-Hall programming
- Take good care of your assigned living space; responsibly manage your allotted DB because these funds must be utilized throughout the entire fall or spring term.
- Provide administrative support for your S/AC & for the Residential Life Office
- Be available and visible to residents; maintain approachability with residents
- Demonstrate effective listening skills & attentiveness
- Confront situations and violations when warranted and ensure residents' safety
- Communicate with S/AC regarding any concerns or challenges (personally, academically and / or professionally)
- Be a referral source for students to the Residential Life Office and Dean of Students Office
- Submit service requests (work orders) and follow up with maintenance / facilities concerns
- Assist in the facilitation of room inspections and turn over during the fall for spring move-in and during the spring for summer move-in. This may include light cleaning, dusting, vacuuming, taking trash out and other miscellaneous duties as assigned
- Maintain a schedule / know availability on a weekly basis

Benefits for Resident Assistants Hired for the Residence Halls

- **Residence Hall RA:**
 - A total of 21 RAs (rookies & veterans) are assigned to: Drew, Manor, Sorin or The Heights (Peterson, Osborn or Schilling)
- **Benefits:**
 - **Room:** RAs in these above listed locations will be assigned a single occupancy room that is paid for by ResLife
 - Cable TV via Xfinity on Campus / Internet access (Wireless and Ethernet) provided
 - **Board:** RAs will be given declining balance** that is paid for by ResLife
 - \$2600 in Fall (*Higher amount covers food needs during August RA Training*)
 - \$2200 in Spring
 - ****Unused declining balance will be added back to the ResLife budget for future use**
 - Paraprofessional training / leadership experience
 - Staff bonding with ResLife and other RAs

Benefits for Resident Assistants Hired for the Hamline Student Apartments & Houses

- **Hamline Apartments and House RAs:**
 - Three (3) RAs w/ @ least 1 year RA experience (unless a special circumstance) will live in the Hamline Apartments and will be assigned one floor & one of the Hamline Organization Houses:
 - Black Student Collective House
 - Hamline Unidos House
 - Hmong Student Association House
- **Benefits:**
 - **Room:** Apts RAs will be assigned a single occupancy studio that is paid for by ResLife
 - Cable TV via Xfinity on Campus / Internet access (Wireless and Ethernet) provided
 - Discount on climate-controlled underground parking garage space
 - (\$110 / semester vs. \$260 / semester)
 - Access to free street surface parking
 - **Board:** Apts RAs will be given a smaller amount of declining balance** that is paid for by ResLife.
 - This smaller amount is due to the cost of a full kitchen and nicer overall amenities that are being paid for by Residential Life.
 - \$500 in Fall (plus an additional \$200 given to all Apts Residents)
 - \$500 in Spring (plus an additional \$200 given to all Apts Residents)
 - Apts RAs must carefully manage their DB each semester. If additional DB is needed, please speak to your S/AC as additional funds are limited.
 - ****Unused declining balance will be added back to the ResLife budget for future use**
 - Paraprofessional training / leadership experience
 - Staff bonding with ResLife and other RAs

Your Financial Aid Package

The value of the above-listed Resident Assistant benefits will be reflected in your financial aid package. Hamline remains committed to renewing your scholarships and grants without regard to your RA appointment. However, you may see required adjustments to loan and/or work study eligibility.

Employment Requirements - ER

- **Official RA Contract Dates:** The official contract period runs from **Wednesday, August 7, 2024 - Monday, May 19, 2025**
- **Full Academic Year:** RA must be able to serve as an RA for the Fall 2024 - Spring 2025 Academic Year. An RA cannot graduate in December or January and still keep the undergraduate RA position.
- **Grade Point Average:** Resident Assistants must maintain a cumulative GPA of 2.5 or higher during their entire employment and may not be on academic probation when applying.
- **Be Present / Fully Participate in Fall RA Training in August** - Mandatory training before halls open
- **Monday Night Staff Meetings from 5:00pm - 7:00pm:** These are hosted by your Area Coordinator or Student Area Coordinator. They don't always last the full two hours but we need you to keep this day / times open. You cannot have the RA job and miss Monday night staff meetings every week. No classes or outside commitments are to be scheduled during this time, failure to meet this time commitment may result in a rescinded job offer.
 - **NOTE:** If there is a possible class conflict on Monday nights for the 2024 - 2025, the RA candidate must immediately advise the Office of Residential Life pro-staff team. The very last page of this **RA Job Description / Contract** will ask for a signature to confirm that you will do your best to avoid a class conflict from 5pm - 7pm on Monday nights.
- **RA & S/AC One-on-Ones:** These will be scheduled every other week between the RA and S/AC
- **RA Mandated Programming** - Build community with your residents
- **Resident Room Checkouts** - Conduct checkouts for residents leaving Hamline; at EOY RAs and S/ACs will walk through each room one at a time; if rooms are dirty, RAs will need to clean
- **Winter Close-Down - December 2024:** Present all day on Friday, December 13, 2024, for Hall Close Down, Walk-Throughs start at 5:00pm (Dinner provided)
- **Mandatory January 2025 Return-to-Campus Date for All RAs:** The Sunday before Spring Classes begin (If you are Holiday RAOD for Winter Break or J-Term, serve your duty dates, go home, then come back for the start of Spring classes.)
- **End of Year Close-Down Week - May 2025:** Present all week / weekend to manage room checkouts for your residents: Monday, May 12 - Monday, May 19, 2025.
- **Hours of Work:** Residence Hall, Apartments and Houses RAs will be available to the students currently living in the RA's residential community as assigned.
- **Additional Job Hours:** Any additional work you have in any organized group or team may not exceed:
 - 20 hours, if enrolled in 16 credits
 - 10 hours, if enrolled in 20 credits
 - Internships for credits will be counted as outside hours.
 - Any requests for additional hours are to be approved by your Area Coordinator.
 - **NOTE:** An S/AC may require that an RA drop outside commitments based on performance.

Employment Requirements (ER) - continued

- **No Additional High-Level Leadership Positions:**
 - Resident Assistants cannot hold leadership positions in the below listed organizations outside of Residential Life including, but not limited to:
 - HUSC Executive Board
 - First Year NSM
 - Transfer Student Mentor
 - Hamline University Programming Board
 - RHA Executive Board member* (Can be considered for 2nd year RAs)
- **Student Teaching:** RAs who need to do student teaching MUST discuss this with your S/AC well in advance.
- **Study Abroad Opportunities:** Will only be considered during Winter Break / J-Term through prior approval of S/AC and Director of Residential Life.
- **In-Hall | RA On-Duty Rotation:** Participate in **fall and spring semester** duty coverage within your own hall. In-Hall duty days are divided by the number of RAs in your hall/area.
 - **RA On Duty Shift - Weekday Overnight Shifts**
 - Weekday Shifts: Sunday - Thursday | 5pm to 8am
 - Sunday @ 5pm to Monday @ 8am
 - Monday @ 5pm to Tuesday @ 8am
 - Tuesday @ 5pm to Wednesday @ 8am
 - Wednesday @ 5pm to Thursday @ 8am
 - Thursday @ 5pm to Friday @ 8am
 - **RA On Duty Shift - Weekend 24-Hour Shifts**
 - Weekend Shifts: Friday and Saturday | 5pm to 5pm
 - Friday @ 5pm to Saturday @ 5pm
 - Saturday @ 5pm to Sunday @ 5pm
- **All-Campus | Holiday RA On-Duty Rotation:** All 24 RAs must assist in the all-campus Holiday Duty Rotation throughout the academic year.
 - Hamline students who live on-campus are never forced to leave campus during breaks
 - Therefore, we must always have RAs and Pro-Staff on duty when campus will be closed
 - **Holiday Duty Explained:**
 - Thanksgiving Break, Winter Break + J-Term + MLK Day, Spring Break & End of the Year Spring Closedown / Graduation Weekend are all considered holidays
 - Holiday duty days = one, 24-hour shift | 5pm to 5pm
 - Holiday duty RAs will be assigned in pairs and will do rounds (together) in all halls across campus
 - Holiday duty RAs are assigned based on availability & distance from campus
 - On average, with 24 total RAs in the Holiday Duty Rotation, one RA ends up serving anywhere from 3 - 4 Holiday Duty Days **total**.
 - Yes, a Holiday Duty RA can have back-to-back Holiday Duty Days, if your schedule will allow: (Example)
 - Tuesday @ 5pm to Wednesday @ 5pm
 - Wednesday @ 5pm to Thursday @ 5pm

Mandatory Training and Event Participation Dates & Expectations for RAs:

- **Spring 2024 Mandatory Meet & Greet**
 - **New RA Team Meet & Greet:** After the new 2024 -2025 RA Team is hired, we have a meet and greet with New RAs, Returning RAs and Pro-Staff.
 - **Date:** Monday, April 8, 2024 (**Save the Date**)
 - **Time:** 5 PM - 7 PM
 - **Location:** THE BRIDGE / ROOM 316
 - You can get to this room from East Hall or West Hall.
- **Fall 2024 Mandatory Training and Events:**
 - **RA Move-In Dates:** Saturday, August 3, 2024 - Tuesday, August 6, 2024
 - Keys will be at HPS for pick up, 24/7
 - You can move into your room anytime during these 4 days
 - **August RA Training:** Wednesday, August 7, 2024 - Wednesday, August 21, 2024
 - **New Student Move-In Day:** Thursday, August 22, 2024
 - **Host Mandatory Welcome and Policy Meetings:** Thursday, August 22, 2024 and thereafter
 - **Weekly Monday Night Staff Meetings by Area:** 5 PM - 7 PM (*see ER above*)
 - **All-Staff Meetings:** We may need to meet as a full RA / Pro-Staff team and these meetings will happen from 5pm to 7pm on Mondays instead of your in-hall regular RA Team Meetings.
 - **RA and S/AC One-on-Ones**
 - **RA Mandated Programming**
 - **Health and Safety Inspections (September):** Resident Room Checks for Non-Approved Appliances, illegal possession of drugs / alcohol.
 - **HELP OUT RHA: Haunted Hallway Helpers (October):** RAs must sign up for times to give tours, set up or clean up
 - **HELP OUT RHA: Late Night Study Breakfast (December):** All RAs must show up and then set up or clean up
 - **Conduct Room Checkouts for Your Residents**
 - **Fall Closing Building Walk-Throughs - Friday, December 13, 2024**
 - **Serve in All-Campus Holiday RA On-Duty Rotation**
- **Winter Break 2024 and J-Term 2025:**
 - No Monday Night RA Staff Meetings
 - No RA and S/AC One-on-Ones
 - Conduct Room Checkouts as a Holiday RAOD, if assigned RAOD

- **Spring 2025: Mandatory Training and Events**

- **Weekly Monday Night Staff Meetings by Area: 5 PM - 7 PM**
 - **All-Staff Meeting:** We may need to meet as a full RA / Pro-Staff team and these meetings will happen from 5pm to 7pm on Mondays instead of your in-hall regular RA Team Meetings.
- **RA and S/AC One-on-Ones**
- **RA Mandated Programming**
- **Student Leader Selection:** *Graduating RAs may be asked to help conduct interviews during SLS*
- **End of Year Spring Closedown / Graduation Weekend Training - 1st Monday in April**
- **New RA Team Meet and Greet - 2nd Monday in April**
- **End of Year RA Celebration & Awards Banquet - 4th Monday in April**
- **Conduct End of Year (EOY) Room Checkouts for Your Residents**
- **HELP OUT RHA: Late Night Study Breakfast (May):** All RAs must show up and then set up or clean up
- **CRITICALLY IMPORTANT INFO: End of Year (EOY) Resident Room Inspections**
 - *During Spring Closedown / Graduation Weekend, Pro-Staff will schedule individual walk-throughs with each RA to check the cleanliness of the rooms that RAs have managed for their departing residents' room checkouts.*
 - *These will be done one RA at a time and one room at a time.*
 - *If an RA completes a resident checkout and the rooms and fridges are not cleaned based on ResLife training guidelines & specifications, the RAs will be responsible for cleaning the room or the RA can choose to take the fine.*
 - *This new rule is in place because we need more consistency from RAs when it comes to the CRITICAL IMPORTANCE of residents fully knowing & understanding that their rooms and fridges must be spotless upon departure.*
 - *It is the RA's job to make sure all of your residents know that they **MUST** thoroughly and completely clean their rooms and follow the **Room Cleaning Checklist** that will be provided to each resident.*

NOTE: If you are offered an RA position for 2024-2025, the three (3) pages below will need to be signed, dated & turned in to the Office of Residential Life, West Hall, Suite 106-A, 651.523.2061. **Put the signed 3 pages in an envelope. On the envelope write: ATTENTION: Residential Life & then clearly print your first & last name on the envelope as well.**

This Resident Assistant Job Description / Contract (Contract) is entered into and made effective this (DATE: _____) (Effective Date), by and between Hamline University and (YOUR NAME: _____) (“Resident Assistant” or “RA”).

1. **Temporary Employment.** Resident Assistant understands and agrees that Resident Assistant will be employed for a temporary period only to perform the specific responsibilities and duties of a Resident Assistant as outlined herein and in the Resident Assistant Job Description/Contract. Employment will at all times remain at-will. However, it is expected that an RA’s employment shall continue:
 - a. Through the academic year for which the RA was appointed: **Wednesday, August 7, 2024 - Monday, May 19, 2025**
 - b. As long as there is the availability of work at Hamline University (i.e. the RA position is not dissolved by the University)
 - c. Unless the RA receives written notice from Hamline that Hamline will no longer require the employee’s services.
 - d. Unless the RA submits written notice of their intention to resign from their position.

The RA understands that if the RA does not fulfill their responsibilities as an RA, as outlined in the RA job description/ contract, performance guidelines and confidentiality agreement, the RA may be relieved of the position.

2. **Background Check:** Resident Assistants must successfully pass the State and/or Federal criminal background check.
3. **Conduct File Review:** Applicants who have a conduct file in any area of the campus will be reviewed by the Residential Life Professional Staff to determine eligibility for employment.
4. **Additional Terms.** In addition to the specific job responsibilities set forth above in this Job Description / Contract and the University Policies applicable to employees and students, RA will abide by the following terms during their employment:
 - a. **PRIORITY OF THE RA JOB:** RA will **give the RA position priority over other areas of activity** (including, but not limited to, other activities, organizations, and employment) with the exception of RA’s own academic program.
 - b. **PROGRAM IMPLEMENTATION:** RA will assist and lend support to the Residential Life Office in the **implementation of a predetermined number of programs over the course of each academic semester** as well as building-wide programs each semester.

- c. RA may be offered the opportunity to assist in the student leader selection process.
 - d. RA may be required to assist with residence hall tours on at least one day on which tours are available.
 - e. RA must know and abide by all University and Residential Life policies, including University policies regarding confidentiality.
 - f. RA must encourage responsible behavior in residents and must display responsible behavior at all times.
 - g. RA must not engage in gossip or slander of ResLife pro-staff and / or RA team members. (see Performance Guidelines)
5. In accepting the Resident Assistant appointment, RA is aware of the expectations of this position as a member of the Residential Life Office. Under the supervision of their supervisor, RA assumes the responsibility of contributing to the educational goals of the students within Hamline University housing. It is the RA's responsibility to concern themselves with the total growth of all students with whom RA will be working.
6. RA will contribute to the University through RA's awareness and concern for the total community and be a positive role model, facilitating the enhancement of the total Residential Life program.
7. The supervisor is primarily responsible for RA's direction, supervision, and evaluation. In meeting the conditions as mentioned in this agreement and the RA Job Description, the need for reason, judgment and discretion by all parties involved is necessary. The cooperative effort of all staff members is vital to the implementation program of the total Residential Life program. Their supervisor is primarily responsible for RA's direction, supervision, and evaluation.
8. Employment as an RA does not guarantee a specific room preference and RA may, due to administrative circumstances, be assigned to a room, area, or hall other than RA's choice in order to best perpetuate and enhance the total Residential Life program at any point during the term of employment.
9. Failure to comply with University or Residential Life policy may result in a judicial process as outlined by the Residential Life Office. Possibly dismissal.
10. **Monday Night Staff Meeting:** All RA Candidates must confirm they are aware of the critical importance of attending Monday Night Staff Meetings, from 5pm - 7pm. (New RA candidates cannot routinely miss weekly Monday Night staff meetings). Staff meetings in different areas may last shorter or longer than others. Pro-Staff may have different subject matter to discuss each week and may need to take up the full time while other halls may not need the full 2-hour block of time. You are expected to leave this 2-hour block open in case it is needed each week.

RA Name: _____

Date: _____

Please sign your name on the line below to confirm you are aware of this Monday night staff meeting 5:00pm - 7:00pm time frame and that you will try your best to avoid scheduling a class that conflicts with these weekly staff meetings.

RA Signature: _____

If, right now, you know of a class conflict for the 2024-2025 term, you **MUST** disclose this information in your February 2024 RA interview.

Performance Guidelines and Residential Life Confidentiality Agreement

All RAs will be expected to uphold the **RA Performance Guidelines (PG)** and a **Residential Life Confidentiality Agreement (CA)** after the RA Job Description / Contract (this document) has been signed and returned. There are certain areas within the PG & CA that will apply to newly hired RAs *after* the job has officially started in August 2024 during RA training. However, we want to make sure all RAs are aware of the high behavioral expectations placed upon the shoulders of those students who are in this very visible resident assistant student leader position.

Final Three Documents Provided to New / Returning Resident Assistants

If you are offered a position as a new or returning Resident Assistant for the 2024 - 2025 academic year, you will be provided 3 documents.

1. This RA Job Description / Contract 2024 - 2025 (**signature / date needed on pages 7, 8 & 9**)
2. An RA Performance Guidelines (PG) - **for review only** / official signature in August @ training.
3. A Confidentiality Agreement (CA) - **for review only** / official signature in August @ training.

Please carefully review the PG and CA **before you sign and return** this **RA Job Description / Contract**. We will review the PG and CA in greater detail during August RA training and will get your signature for these additional 2 documents @ that time after we review them, in full detail, as a collective team.

Your signature below indicates that you have read and accept the terms of the above Resident Assistant Job Description / Contract for the 2024 - 2025 Academic Year

Resident Assistant CLEARLY PRINTED Name

Date

Hamline University Pro-Staff Signature

Date