Resident Assistants (RA) are hired based on a successful interview process and completion of the RA Pre-Service course (EPS 406). Although the RA position description provides insight to the RA role, the RA Agreement is a document that fully outlines the main duties and responsibilities of the position. This agreement is supplemental to any additional expectations provided by the RA supervisor.

**ROLES & RESPONSIBILITIES OF THE RA**

As a Resident Assistant at NAU, I understand and agree to the following:

**STUDENT INTERACTION**
- Get to know my residents and build rapport
- Be available and a visible presence to residents; spend adequate time on my floor, and regularly interact with my hall/floor community (my RHD/GARHD will determine specific time considerations)
- Be approachable and accessible to residents
- Encourage residents to become involved on the floor, in the hall, and/or on campus
- Balance my RA role and responsibilities with personal relationships with residents
- Model appropriate behavior
- Support residents’ academic work
- Assess residents’ needs and connect them with campus resources
- Make appropriate referrals of all individuals with problems beyond your capacity of handling
- Serve as a role model for residents and other staff. This includes upholding laws, policies, and procedures of the State of Arizona, NAU, and Housing and Residence Life

**COMMUNITY BUILDING**
- Utilize the Model of Development and Learning (MoDL) to enhance the residential student experience
- Assist residents with getting to know each other and help foster relationships amongst them
- Create an inclusive and welcoming environment for diverse populations
- Promote an academically supportive environment
- Encourage residents to respect the rights of others and to approach one another with concerns
- Confront behaviors that may be in violation of university policy
- Mediate conflicts and assist residents with conflict resolution
- Assess students’ needs and plan/implement events accordingly
- Encourage residents to organize activities and be an active participant of the community
- Conduct floor/area meetings with residents on a regular basis to discuss floor items, to provide information about hall policies/closing/reapplication and to answer questions
- Support NAU Green Fund programming and initiatives
- Implement and meet the expectations of the MoDL and any community requirements and expectations from my RHD/GARHD

**RELATIONSHIPS WITH STAFF**
- Be an approachable and accessible resource for my staff members
- Take initiative to develop and maintain positive and collaborative staff relationships
- Be a helpful resource
- Role model ethical work habits
- Contribute to the team and share the workload
- Communicate respectfully while sharing and receiving feedback
- Communicate regularly with your supervisor(s)

**ADMINISTRATIVE RESPONSIBILITIES**
- Complete job tasks and assignments thoroughly, appropriately, and in a timely manner
- Be punctual and prepared for training sessions, staff meetings and one-on-one meetings
- Develop and employ appropriate time management and organizational skills
- Follow through with duties and expectations at the front desk during your weekly 6 hours
• Carry out on-call responsibilities, including scheduled coverage of weekdays, weekends and holidays
• Check resident rooms prior to opening and public areas of your floor/area regularly to report maintenance needs
• Assist with resident check-ins/outs, key distribution and collection, and associated paperwork
• Post all approved information/announcements/flyers and remove materials in a timely manner
• Know and use emergency procedures and communicate all emergencies to the RHD/GARHD
• Write information reports clearly, in third-person and submit in a timely manner
• Assist with departmental processes including RA selection, reapplication, departmental surveys, and other tasks scheduled with advance notice
• Assume other responsibilities as designated by the RHD/GARHD

In addition to the above responsibilities, Housing and Residence Life has expectations for how you conduct yourself as a staff member and representative of the hall, department, and university. Your RHD/GARHD will provide detailed information about these expectations.

TERMS OF EMPLOYMENT

• RAs must attend and actively participate in all regularly scheduled training sessions, one-on-one meetings, staff meetings and area meetings as arranged by their Residence Hall Directors (RHD), Graduate Assistant Residence Hall Directors (GARHD), Assistant Directors (ADs) and Housing and Residence Life. RAs are expected to attend scheduled weekend workshops and in-service programs. Fall and winter training periods require RAs to return to campus in advance of the official opening of the residence halls in August and January.
• RAs must stay on campus at least two weekends a month. Exceptions must be approved in advance by the RHD/GARHD. Staff may be requested to be available during special events including Homecoming and Family Weekend. The halls remain staffed during Thanksgiving and Spring Breaks.

DATES OF EMPLOYMENT

• Traditional, Suite, Roseberry and Courtyards
  o The RA employment period is for one academic year. Fall semester employment dates are Sunday, August 16, 2015 through Sunday, December 20, 2015 at 5pm. Spring semester employment dates are Wednesday, January 13, 2016 through Sunday, May 15, 2016 at 5pm.

• Campus Heights, McKay Village, Pine Ridge Village
  o The RA employment period is for one academic year beginning Sunday, August 16, 2015 through Sunday, May 15, 2016 at 5pm. RAs will be on contract that entire time. During Winter Downtime, on-call days will be split between the RAs on your staff. All RAs must participate in Winter Training starting on Wednesday, January 13, 2016.

• South Village
  o The RA employment period is for one academic year beginning Sunday, August 16, 2015 through Sunday, May 15, 2016 at 5pm. RAs will be on contract that entire time. During Winter Downtime, on-call days will be split between the RAs on your staff. All RAs must participate in Winter Training starting on Wednesday, January 13, 2016.

• Winter Downtime Employment
  o Winter Downtime employment is available in traditional and suite-style residence halls that will remain open during the winter break. RAs will be able sign up for employment during the fall semester and will receive compensation for any days worked.

ACADEMIC RESPONSIBILITIES

• RAs must maintain minimum semester and cumulative grade point averages of 2.50.
  o Semester GPA 1.50-2.499 OR Cumulative GPA 2.0-2.499: RA will be placed on academic probation based on an individual discussion with the RHD and AD. RAs that are retained on academic probation will be required to put together an academic improvement plan outlining how they will raise their GPA.
  o Semester GPA 0-1.499 OR Cumulative GPA 0-1.999: RA will be terminated from the RA position. If an RA would like to appeal the termination, they should contact the AD to discuss their retention in the role.
  o If an RA’s semester OR cumulative GPA falls below 2.50 for more than one consecutive semester, they will be terminated.
  o If an RA’s semester OR cumulative GPA falls below 2.50 during the term prior to beginning their RA contract, the RA will not be allowed to retain the RA position. (Ex: Spring 2015 semester GPA falls below 2.50 for an RA hired to start in Fall 2015)
• RAs are to enroll in 12-18 credits (or 9-15 graduate credits). Taking more than 18 credits or less than 12 credits must be approved by the RHD/GARHD prior to class registration.
• All new RAs are required to enroll in and successfully complete EPS 406 – Resident Assistant Pre-Service Training Course with a grade of C or better, during or prior to their first semester of employment as an RA.
• RAs may not student teach during their employment period. RAs may only complete internships, clinical or practicum hours that require no more than 10 hours per week (including travel time).

**Outside Activities**
Due to the paraprofessional nature of the RA position, it is essential for the RA to work on and maintain a sense of balance. In order to accomplish that, the following guidelines apply:

• Outside activities and employment must be discussed with and approved by the RHD/GARHD at the beginning of each semester.
  o Potential increases in outside activities or employment during the semester must also be discussed with the RHD prior to making changes.
• The RA position should be given priority over all other activities, with the exception of your academic work. RHD/GARHD can require RAs to eliminate outside employment/involvement if it is determined that the RA responsibilities are not being met.
• RAs may be employed in part-time jobs for up to a total of five (5) hours per week based on the RA’s performance and RHD/GARHD approval.
• RAs may take part in outside activities with clubs and organizations based on the RA’s performance and RHD/GARHD approval.
• Prior to becoming a candidate for an executive position of a campus organization or for a major campus student office, RAs must consult with the RHD/GARHD. Note: Positions cannot exceed the time limits outlined in the table below.

<table>
<thead>
<tr>
<th>Combination #1</th>
<th>Internship/Practicum</th>
<th>Paid Employment</th>
<th>Clubs &amp; Organizations</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to 10 Hours</td>
<td>0 Hours</td>
<td>0 Hours</td>
<td>10 Hours</td>
</tr>
<tr>
<td>Combination #2</td>
<td>0 Hours</td>
<td>Up to 5 Hours</td>
<td>Up to 5 Hours</td>
<td>10 Hours</td>
</tr>
<tr>
<td>Combination #3</td>
<td>0 Hours</td>
<td>0 Hours</td>
<td>Up to 10 Hours</td>
<td>10 Hours</td>
</tr>
</tbody>
</table>

Paid employment is limited to 5 hours a week. An RA cannot choose to work 10 hours and not be involved in any clubs and organizations. Paid employment hours offer little to no flexibility. Club and organization hours have increased flexibility.

**Commitment to Individual Development**
Your RHD/GARHD is responsible for working with you to identify and provide on-going professional growth opportunities designed to assist you in your continuing development as a staff member and in meeting your educational and career goals.

**Student Conduct Standing**
All RAs and RA alternates are required to remain in good standing as it relates to student conduct; which means, refraining from behaviors that could result in being placed on University and/or Contract Probation. In matters or incidents that result in an RA or RA alternate being placed on University and/or Contract Probation, (from the time of their offer through the end of their employment as an RA), that RA or RA alternate may lose their eligibility to continue in the position.

**Remuneration**
• Housing and Residence Life compensates each RA with a room: single in traditional halls or apartment style communities, single with suitmates in suite style halls, and a double in apartment-style courtyard halls.
• RAs will select a meal plan option as part of their employment.
• RAs will receive a $400 per semester stipend. This stipend will be paid in bi-weekly increments throughout each semester.
**Roommates and Extended Occupants**

Due to the projected demand for on-campus housing and Housing and Residence Life’s desire to accommodate as many students as possible in the residence halls:

- **RAs in Traditional Halls**: Will have a temporary Extended Occupant at the beginning of fall semester who will remain until they are permanently placed.
- **RAs in Suite-style Halls**: Will have a temporary Extended Occupant at the beginning of fall semester who will remain until they are permanently placed. However, they will have permanent suitemates in the adjoining suite.
- **RAs in Roseberry and Courtyard communities**: Will have a permanent roommate throughout the academic year. Some of these communities will have a temporary Extended Occupant at the beginning of fall semester who will remain until they are permanently placed.
- **RAs in Apartment communities (including South Village non-family RAs)**: Will have permanent roommates filling all other rooms in their apartment throughout the academic year. RAs with live-in families within South Village will not have roommates or Extended Occupants.

Housing and Residence Life may find it necessary to change your apartment, residence hall or floor assignment based on staffing needs and requirements. RAs will be notified prior to a change in hall assignment.

**Continued Employment & Re-Appointment**

- Continued employment as an RA is contingent upon fulfilling the responsibilities outlined in this agreement and satisfactory performance on a Performance Evaluation as determined by the RHD/GARHD. Should it become necessary for an RA to be released from the RA agreement, the RA may remain on campus in a different residence hall (space permitting) at their expense or may move off campus.
- RAs are hired for one academic year. Eligible RAs may re-apply for another year of employment should they desire. Applications are made available during the end of the fall/beginning of spring semester. Factors for consideration for re-appointment include, at minimum, satisfactory performance on a Performance Evaluation, supervisory support, and a completed application.

**Role Modeling Statement: Consensual Amorous Relationships**

A consensual amorous relationship may exist even if one or both partners consider it casual, temporary, or episodic. This policy applies to all consensual amorous relationships even if they are a one-time encounter.

NAU prohibits any consensual amorous relationships between faculty/students and supervisor/employees where the faculty or supervisor “has direct authority, influence, or responsibility with regard to that student or employee” (NAU SWALE Policy Section IV). While Resident Assistants work with their community’s residents outside of the traditional supervisor/employee structure, a power differential is present which could create a conflict of interest should a consensual amorous relationship develop. A power differential exists when one person in the relationship is more powerful than another, has the potential to be more powerful than another, or is perceived to be more powerful than another.

A power differential can manifest itself in many different harmful ways. It could affect the less powerful person’s ability to be treated fairly, restrict their access to resources, or diminish their ability to ‘alter or terminate the relationship’ (SWALE Policy IV A.). Differential treatment may occur without a conscious decision because the relationship itself makes objectivity difficult. Additionally the relationship may have a negative or unforeseen impact on the larger community.

**Policy**

Should a consensual amorous relationship begin between hall staff and/or residents assigned to the same hall or community complex, the staff member(s) must immediately disclose the relationship to their immediate supervisor prior to any conflicts of interest. Additionally, should a consensual amorous relationship be terminated, the staff member’s supervisor(s) should also be notified of this information as soon as possible. The
supervisor and staff member shall take steps to ensure the well-being of the community and mitigate any potential conflicts of interest.

**POSSIBLE COURSES OF ACTION**

- A written plan of action which will become an extension of the staff member’s agreement/terms of employment
- Having the person(s) involved move to another location within the residence system
- The RA may choose to resign from the position
- The RA may be terminated from the position should there be non-compliance with any agreed upon terms and conditions in the plan of action
- The staff member may also need to update their online e-CERT with the institution at nau.edu/cert

Open and clear communication between a staff member and their supervisor(s) is expected to help facilitate a positive situation and prevent risks to all parties involved, including the larger community.

**ALCOHOL AGREEMENT**

**ALL RAS IN REGARD TO ALCOHOL**

- Will abide by state and federal law when it comes to the possession/consumption and distribution of alcohol.
- Will not possess/use/produce false identification.
- Will not purchase or supply alcohol for persons under 21.
- Will not consume alcohol with underage staff members or students on or off-campus.
- Will not be in the presence of underage staff members or students who may be consuming alcohol on or off-campus.
- If 21 or older, the RA will not consume or be under the influence of alcohol while on duty, working the desk, or attempt to perform any RA related responsibilities. If after consuming alcohol outside of assigned residence hall room and/or off-campus, the RA will limit their interactions with others to an absolute minimum upon returning to the hall.
- If 21 or older, the RA will role model appropriate behavior when it comes to the consumption of alcohol.

Consult with your RHD/GARHD if you have any doubts or questions about a given action or decision.

*Failure to abide by the alcohol use guidelines above will result in disciplinary actions, including possible termination of employment. The above list is not exhaustive and other factors may be considered in order to make employment related decisions.*

**RA AGREEMENT ACKNOWLEDGEMENT**

My signature acknowledges I have thoroughly read the Northern Arizona University Resident Assistant Agreement for 2015-2016. I understand I am responsible for abiding by the terms and conditions of the RA Agreement and failure to uphold the agreement may result in disciplinary action or release from the position. I also understand that the RA role is for one academic year. If released from the position, the housing and meal plan benefits, and pro-rated stipend will be revoked, and any future paid and un-paid student leadership opportunities with Housing and Residence Life may be denied.

RA Name (print):_________________________________________________________

RA Signature: _____________________________________________________________________________ Date: ___ / ___ / ___

RHD/GARHD Signature: _____________________________________________________________________________ Date: ___ / ___ / ___

* A copy of the Resident Assistant Agreement will be emailed to your NAU email account. If you do not receive it through email, or need a copy of it, please contact your RHD/GARHD.
Additional Information

**MEAL PLAN CHOICES (PLEASE CHECK ONE):**

Traditional, Suite, Roseberry, and Courtyard RAs:
- 19 meals a week/$100.00 dining dollars per semester
- 14 meals a week/$100.00 dining dollars per semester
- 10 meals a week/$300.00 dining dollars per semester
- Platinum 14/$100.00 dining dollars per semester
- 150 block plan for semester/$200 dining dollars per semester
- 100 block plan for semester/$400 dining dollars per semester
- $450 dining dollars per semester
- $650 dining dollars per semester
- $1000 dining dollars per semester

PRV, McKay, CH and South Village RAs:
- 19 meals a week/$100.00 dining dollars per semester
- $450 dining dollars per semester
- $650 dining dollars per semester
- $1000 dining dollars per semester

Please note that meal plan options are established each year by Dining Services and are subject to change.

Please PRINT full name _______________________________  Student ID # _______________________________

First and last name for nametag _______________________________  NAU e-mail address _______________________________

Do you already have an HRL nametag? YES  NO

Circle one: XS  S  M  L  XL  XXL  XXXL

Cell phone number (XXX-XXX-XXXX)

Summer 2015 mailing address (Street, City, State, Zip) _______________________________  I am interested in Winter Downtime employment. YES  NO

SRA hall & room assignment _______________________________  Circle one: YES  NO

**ACCOMMODATIONS FOR FALL TRAINING:**

Please indicate if you will need any accommodations when attending SRA/RA training.

- Dietary Restriction (For example vegan, vegetarian, gluten-free; please be specific):

- Food or Other Allergies (Please list and indicate degree of the allergy):

- Differently Abled (For example hearing or mobility assistance needed):

- Other Comments or Requested Accommodations:

☐ If none of the above categories apply, please check the box for “No Accommodations Requested”.

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