

# 2017-2018 Lead Resident Advisor Grant-In-Aid Agreement

## Housing and Residence Life| Saint Louis University



### General Description

The Lead Resident Advisor (LRA) is a live-in, undergraduate residence hall staff member responsible for assisting the Hall Coordinator with the successful provision of services and resources in Saint Louis University's residence halls and apartments.

The Department of Housing and Residence Life as part of the Division of Student Development helps students develop as leaders who are spiritually formed, critically reflective, and socially and personally responsible. The Lead Resident Advisor, as a peer educator and student leader, provides support for student learning and academic success while assisting with the coordination of the administrative facet. In addition to their roles as Resident Advisors, they also provide leadership for the building student staff. This includes the development of inclusive communities that foster academic and personal success, helping individuals with personal needs and concerns, focusing on the whole student, and providing developmental opportunities for students and student staff. To accomplish this, the Lead Resident Advisor must be flexible and creative in meeting the residents' needs by serving as a peer educator, mentor, advisor, planner and leader. This position requires a serious time commitment and willingness to be available and accessible to other students.

This description provides an outline of major responsibilities but is not an all-inclusive list. Through the course of the year there will be times where staff will be called to provide duties based on the needs of the community. Housing and Residence Life Staff need to be flexible and realize other duties will be assigned as needed.

### **Saint Louis University wishes to confirm and ratify the status of its relationship with the Lead Resident Advisor with the following agreement:**

1. Upon his/her acceptance, the Lead Resident Advisor designated below is selected as recipient of the Lead Resident Advisor grant-in-aid award and agrees to act in accordance with provisions of this agreement as indicated by the student's signature below.
2. It is expressly understood that the relationship between the University and the Lead Resident Advisor is not an employment relationship, but rather a grant award relationship between the student and Saint Louis University.
3. It is understood that the maximum hours to be devoted to the LRA position will not exceed an average of 20 hours per week for the semester.
4. The Lead Resident Advisor must meet eligibility requirements as outlined below.
5. The Lead Resident Advisor should have additional commitments approved by his/her direct supervisor.

### Responsibilities

The Lead Resident Advisor assumes specific responsibilities in the areas of coordinating schedules, mentoring staff, planning training, and other reasonable duties for the area. Through this valuable learning and leadership opportunity, LRAs develop one on one connections, support academics, and build a sense of community in their residential community. The Lead Resident Advisor reports directly to a professional staff member for the hall, apartment, or area. LRAs serve as resources for the residents, respond to crisis situations, and enforce policies. In addition, Lead Resident Advisors assist the Hall Coordinator with the administrative duties for the area, provide leadership for the residence hall staff, and serve as a role model in all aspects of the position. Lead Resident Advisors collaborate with the Department of Housing and Residence Life and University professional staff to meet the varying needs of their building throughout the year.

### Leadership and Staff Development

- Assists with coordinating on-going training, development, and appreciation/recognition for staff
- Leads a professional development activities for student staff meetings
- Coordinate building staff duty schedules
- Motivate students to succeed and develop pride for their work environment
- Support recognition initiatives to maintain morale and reward excellence

### Building Administrative Operations

- Hold a minimum of 10 scheduled office hours per week
- Provide up to five hours per week at the security desk, serve as an alternate for open shifts and/or serve in the event desk staff members do not show for their assigned shift
- Assist with hall openings, breaks, and closings
- Complete facilities condition reports as necessary for community common areas
- Coordinate upkeep of lobby and/or front desk bulletin boards for information and passive programming purposes
- Assist in the maintenance of accurate records of check-in/check-outs and assists the professional staff on occupancy matters
- Complete administrative tasks in an accurate and timely fashion
- Attend assigned meetings, including one meeting with the Hall Coordinator weekly

### Resident Educator

- Be familiar with their students and assess the personal, developmental and educational
- Encourage students' personal growth through leadership experiences
- Help create and maintain an atmosphere conducive to academic success within the community
- Offer students the opportunity to learn to manage time, communicate and resolve conflicts

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- Direct students to the appropriate personal, social, academic, or health related resources when appropriate (e.g. Academic Services, Academic Advisors, Hall Coordinator, Campus Minister, Student Health and Counseling, etc.)

### Community Development

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- Facilitate community development through personal interactions, meetings, and activities
- Support the implementation of the Residential Curriculum to enhance the overall student experience in the community
- Co-organize and Co-facilitate Fall, Winter and ongoing student staff training and development for building student staff
- Encourage student engagement and support academic success
- Support and respect the dignity of all individuals

### Safety/Security, Student Crisis Response and Other Emergencies

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- Understand emergency response protocols and respond appropriately when emergencies arise within the community (e.g. fire alarm, medical emergency, flood, etc.)
- Educate students on the safety and security guidelines and all other emergency procedures
- Familiarize students with building evacuation routes, relocation and reassembly areas
- Regularly report repair requests that effect the safety and security of residents (i.e. stairway breezeway lights, damage to door lock mechanisms, etc.)
- Fulfill and assume duties responsibilities in the area

### Provide Student Assistance and Helping Skills

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- Serve as a concerned, non-judgmental peer advisor to assist residents in resolving personal issues
- Be respectful of sensitive information and respect confidentially
- Be regularly available and accessible to address resident needs or concerns
- Educate residents and staff on conflict resolution skills and mediate group conflicts
- Identify and assist residents with personal, social, academic, or health related concerns
- Communicate with supervisor regularly about discipline, activities, and the hall community
- Treat residents fairly and impartially

### Encourage Student Responsibility

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- Confront and document policy violations and other reportable incidents in a positive and timely manner
- Educate residents about University and Housing policies and regulations outlined in the Student Code of Community Standards, Housing and Residence Life Handbook and housing contract
- Make referrals to supervisor regarding any individual or incident which needs prompt attention

### Mandatory Trainings and Time Commitments

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- Work 20 hours per week
- Lead Resident Advisors are selected for a FULL academic year. Training will begin at **8:00a on August 3, 2017 for Fall 2017**. LRAs will be released *no earlier than May 20, 2018 at 5:00p* or until closing duties are completed (graduating Seniors please see your RHC for details about closing responsibilities and graduation). There should be no interruption for Study Abroad, Student Teaching, internship, etc. Any student that has accepted a Lead Resident Advisors position that is not able to fulfill this full term for personal or disciplinary reasons will not be eligible to apply until the next academic year process (selection for 2018-2019).
- Maintain at least a 3.0 GPA (cumulative and semester) and remain in good and full-time standing at Saint Louis University. Should a Lead Resident Advisor's semester grade point average fall below 3.0, while the cumulative grade point average is 3.0 or above, the Lead Resident Advisor may be placed on probation for one semester. The Lead Resident Advisor will develop an academic improvement plan with their supervisor. At the end of that semester, the grade requirement must be met. If the cumulative grade point average is ever below 3.0, the cumulative will lose their position
- Participate in all departmental and in-community training, development sessions, in-services, and workshops
- Arrive late July/early August and early January for job related training sessions, and co-ordination of RA training sessions. Actual dates are determined the Student Staff Important Dates list.
- Leave late at the end of each semester to help coordinate building openings and closings. LRAs may need to have the same flexibility with their schedules during break periods such as Thanksgiving, Spring break, etc. Lead Resident Advisors may need to assist with duty coverage over University breaks and/ or holidays.
- Attend weekly staff meetings and regularly scheduled in-services. Meeting dates and times will be established within the individual buildings
- Participate in student staff selection process
- Participate in department committees and collaterals as needed
- Lead Resident Advisors are selected for one academic year.
- External activities with other organizations or holding a job is acceptable, but they must be approved by a supervisor, and outside jobs/ activities are limited to a maximum of 10 hours/week. If these activities consistently take a LRA away from their responsibilities, they will have a discussion with their supervisor.

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- The Lead Resident Advisor position demands a significant time and energy commitment that should not detract from student academic performance. Certain leadership positions on campus may be a conflict of interest with the Lead Resident Advisor position or take too much time to also balance the position responsibilities. This includes positions such as the president/chair of any "governing/decision-making" student group, which includes RHA or SGA. Full internships and student teaching are not allowed.

### Other Expectations and Responsibilities

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- LRAs must have a cell phone, with voicemail, and provide the Department with this number. While on duty, LRAs will be provided with a communication device for the night.
- LRAs must be a positive role model for their community (including respectful language and behavior).
- LRAs must uphold and abide by all Housing and Residence Life, University, federal, state and local regulations and policies.
- Access to desk and key codes is a serious responsibility. Careless use, misuse, or loss presents a real threat to the security of the building and student safety. Misuse or loss of desk, master keys or student room keys will result in position termination and/or restitution.
- Lead Resident Advisors must demonstrate the willingness to complete other reasonable tasks requested by the supervisor and other departmental professional staff.

### Accountability for and Termination of the Grant-In-Aid Agreement

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1. Lead Resident Advisors are directly supervised by the Hall Coordinator and indirectly by the Assistant Director in their area.
2. Lead Resident Advisors are expected to communicate frequently with their supervisors regarding information about their residents, incidents in the building, desk shifts and all other information pertinent to the department.
3. Lead Resident Advisors are responsible for adhering to Grant-In-Aid expectations.
4. The Lead Resident Advisor's grant-in-aid award may be impacted (up to and including termination) at the discretion of Housing and Residence Life if the LRA fails to meet a significant expectation. Examples would include entering the community standards process, breaking the law, failing to maintain the minimum GPA, and endangering the safety and well-being of the resident(s). The Grant-In-Aid discipline process will be outlined in detail during training for the position.
5. All students will be required to complete a Housing Contract for the full academic year. *RAs will be held to the terms of their Housing Contract should they be unable to remain in the RA position for any reason.*

### Remuneration

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- Credit for a room space on the LRA's student account;
- Traditional Meal Plan (215 meals per semester, includes \$130 Flex);
- Stipend of \$3000 per academic year made in ten (10) monthly installments.
- All RAs will have the opportunity to participate in Break Housing coverage (Thanksgiving, Winter, Spring Break). RAs will be paid minimum wage for five hours for each day they are on duty during break coverage during the corresponding pay period.

### 2017-2018 Agreement

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1. I hereby agree to participate in the above Grant-In-Aid relationship between the Lead Resident Advisor and Saint Louis University.
2. I acknowledge that the failure to fulfill the conditions of the above Grant-In-Aid agreement will be considered grounds for termination of the Grant-in-Aid award.
3. I agree to abide by all University rules and regulations including those set forth in the Housing and Residence Life Handbook.
4. I acknowledge the dates of training and employment as set forth in the Grant-In-Aid agreement.
5. I acknowledge that my absence of any of these mandatory obligations is grounds for termination.

BY: \_\_\_\_\_  
Lead Resident Advisor (Signature) (Print CLEARLY) Date

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
Supervisor, Hall Coordinator Date Assistant Director Date

Saint Louis University prohibits discrimination based on race, color, sex, national origin, religion, age, disability, or veteran status. In addition, based on our Catholic Values and tradition we are committed to protecting the dignity of each person and therefore extend our non-discrimination policy to include sexual orientation. All University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.