

2017-2018 Resident Advisor Grant-In-Aid Agreement Housing and Residence Life| Saint Louis University



General Description

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 Resident Advisor (RA), as a peer educator and mentor, provides direction for student learning and academic success while assisting with the coordination of the development for a co-educational residential community. This includes facilitation of inclusive communities that foster academic and personal success, helping individuals with personal needs and concerns, and focusing on the whole student. To accomplish this, the RA must be flexible and creative in meeting the residents' needs by serving as a peer educator, mentor, advisor, and activity planner. This position requires a serious time commitment and willingness to be available and accessible to other students. As a live-in student member of the Housing and Residence Life Department, the Resident Advisor is supervised a Hall Coordinator.

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 that may not be outlined in this description. Housing and Residence Life staffs 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 Resident Advisor (RA) with the following agreement:

1. Upon his/her acceptance, the Resident Advisor designated below is selected as recipient of the RA 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 RA 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 RA position will not exceed an average of 20 hours per week for the semester.
4. The RA must meet eligibility requirements as outlined below.
5. The RA should have additional commitments approved by his/her direct supervisor.

Responsibilities

The Resident Advisor (RA) is a key student leadership role within the Department of Housing and Residence Life. Through this valuable learning opportunity, RAs have the main objective of developing one on one connections, supporting academics and building a sense of community on a floor of 30 to 60 residents in a particular residence hall or an area of 50 to 60 residents in an apartment style community. RAs serve as resources for the residents, respond to crisis situations, and enforce policy. In addition, RAs serve security desk hours and share in the duty rotation for their building. RAs collaborate with the Department of Housing and Residence Life and divisional professional staff to meet the varying needs of their residents throughout the year.

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
- Direct students to the appropriate resources when appropriate (e.g. Academic Services, Academic Advisors, Hall Coordinator, Campus Minister, etc.)

Community Development

- Initiate, plan, and organize educational and social opportunities that respond to the needs and interests of residents
- Facilitate community development through frequent personal interactions and intentional conversations
- Establish respectful relationships with students in the community and promote civility and understanding amongst one another
- Be regularly available and accessible to address community needs or concerns
- Support hall council, RHA, and other student organizations that assist the mission of the Department

Provide Student Assistance and Helping Skills

- Serve as a concerned, non-judgmental peer advisor to assist residents in resolving personal issues
- Be respectful of sensitive information and respect confidentially
- Support and respect the dignity of all individuals
- Be available to assist residents during the week, evenings, and on weekends
- Educate residents 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
- Refer students to university and community resources when necessary

Safety/Security, Student Crisis Response and Other Emergencies

- Understand emergency response protocol and respond appropriately when emergencies arise within the community (e.g. fire alarm, medical emergency, flood, etc.)
- Fulfill duty expectations

2017-2018 Resident Advisor

Grant-In-Aid Agreement

Housing and Residence Life| Saint Louis University



- 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.)
- Educate students on the safety and security guidelines for emergency procedures

Encourage Student Responsibility

- Respond in a positive and helpful manner in confrontation when behaviors or infractions disrupt the environment
- Confront and document policy violations in a timely manner
- Understand and educate residents about University and Housing policies and regulations outlined in the code, handbooks and housing contract
- Communicate to students the community standards of behavior to create an environment characterized by respect and ethical decision-making
- Make referrals to supervisor regarding any individual or incident which needs prompt attention
- Participate in the University Community Standards process

Administrative Tasks

- Complete administrative tasks such as weekly reports, maintenance requests and incident reports in an accurate and timely fashion
- Attend assigned meetings
- Disseminate routine information to residents (e.g. campus flyers, closing information, recruitment information, assessment/surveys, etc.)
- Complete facilities condition reports as necessary for residents who check-in, check-out, community common areas, and Health and Safety checks
- Assist with hall openings and closings
- Respond to parent/student concerns; refer difficult cases to appropriate personnel
- Follow office and security desk procedures
- Provide desk coverage as needed

Collaborating with Learning Communities (if applicable)

- Support the planning and implementation of events, experiences and programs (social and educational) for the Learning Community
- Attend Stakeholder Meetings (3-4 times per semester) with University partners
- Collaborate with students to co-construct an environment based on the needs and theme of the Learning Community
- Abide by the Departmental and Supervisor's expectations of student staff with Learning Communities

Academic Requirements

- Maintain at least a 2.75 GPA (cumulative and semester) and remain in good standing at Saint Louis University. RA's must be enrolled as a full-time student
- If the cumulative grade point average falls below a 2.75 before an RA starts their position on staff, the RA will lose their position
- After starting their position on staff, if the RA's *semester* grade point average falls below 2.75, while the *cumulative* grade point average is 2.75 or above, the RA will be placed on probation for one semester. The RA will develop an academic improvement plan with their supervisor. At the end of that semester, the grade requirement must be met

Mandatory Trainings and Time Commitments

- 20 hours per week assisting on RA-related meetings and activities.
- RAs are selected for a FULL academic year, **August 7, 2017 – May 20, 2018** (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 an RA 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).
- Re-appointment will be made on a year-by-year basis. Every year there will be performance evaluations conducted to determine whether an RA should continue in the position for the following year.
- Attendance at weekly staff meetings is required. Meeting dates and times will be established within the individual areas
- All training sessions are considered mandatory. This includes early arrival for August and January training periods as identified by the Important Dates list. Failure to be present for or attend any portion of Fall (August) or Winter (January) training will result in loss of the RA position.
- Attend and participate in all departmental and in-community training, development sessions, in-services, and workshops.
- Perform duties beyond stated residential hall closing times at the end of each semester to coordinate building openings and closings as identified by the HRL Important Dates list.
- RAs may need to have the same flexibility with their schedules during break periods such as Thanksgiving, Winter, Spring break, etc. RAs must remain in the community until all students have left for the break period and return before all students to open the community after a break period. RA's may need to assist with duty coverage over University breaks and/or holidays.
- Provide up to five hours per week at the security desk; serve as an alternate for open shifts and/or to serve in the event a desk worker does not show for their assigned shift.
- Participate in all student staff selection process as needed.
- Participate in department committees and collaterals as needed.
- External activities with other organizations or holding a job is acceptable, but must be approved by a supervisor, and outside jobs or activities are limited to a maximum of 10 hours/week. If these activities consistently take an RA away from their responsibilities, they will have a discussion with their supervisor. Significant time commitments such as full internships, student teaching, etc. are not allowed.

2017-2018 Resident Advisor

Grant-In-Aid Agreement

Housing and Residence Life| Saint Louis University



- Frequently, members of the Housing and Residence Life student staff are involved in many facets of campus life, leadership, sports, and work. The RA 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 RA position or take too much time to also balance the RAs responsibilities. This includes serving as the president/chair of any "governing/decision-making" student group, which includes RHA and SGA. A supervisor must approve additional involvement.

Other Expectations and Responsibilities

- RAs must have a cell phone, with voicemail, and provide the Department with this number. While on duty, RAs will be provided with a communication device for the night.
- RAs must be a positive role model for their community (including respectful language and behavior).
- RAs 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.
- 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

1. A written warning and probationary period will be assessed towards any RA who is failing to meet the minimum requirements of the Grant-In-Aid position. The RAs direct supervisor will determine the period and length of the probationary period.
2. The RA's Grant-in-Aid award may be impacted (up to and including termination) at the discretion of Housing and Residence Life if the RA fails to meet a significant expectation. Examples would include entering the community standards process, breaking the law, failing to maintain the minimum GPA, endangering the safety and well being of the resident(s), etc. The Grant-In-Aid discipline process will be outlined in detail during training for the position.
3. All students will be required to complete a Residential Housing Agreement for a full academic year. As such they will be held to the remainder of the term if they are not able to continue in the position for any reason.

Remuneration

- Credit for a room or apartment space on the RA's student account;
- Traditional Meal Plan (215 meals per semester, includes \$130 Flex);
- Stipend of \$1000 (\$100/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 per day they are on duty during the days they cover during that break.

2017-2018 Agreement

1. I hereby agree to participate in the above Grant-In-Aid relationship between the Resident Advisor and Saint Louis University.
2. I acknowledge that 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: _____
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.