

Resident Adviser Contract 2017–2018 Academic Year

Name: _____ Student ID Number: _____ Assigned Community: _____

Dates of Employment: September 6, 2017 – June 10, 2018

Job Summary

The Resident Adviser (RA) is a live-in position within the University of Washington (UW) residential communities. Under the direct supervision of the Resident Director (RD), Associate Hall Director (AHD) or Area Director (AD), the RA supports and encourages residents to make the most of their Husky Experience by exploring their identity, developing meaningful relationships, making intentional choices and focusing on their trajectory at the UW and beyond. The RA establishes a cohesive and responsible community in their designated area; models and supports inclusive and welcoming communities; facilitates the holistic development of residents through one-on-one interactions; promotes resident involvement; refers, advises and supports residents as they manage academic and personal issues; enforces and abides by the policies of Housing & Food Services (HFS) and the UW; demonstrates sound judgment; participates in and facilitates a team approach with coworkers; completes necessary administrative tasks; and provides quality customer service to residents and visitors.

General Duties and Responsibilities

COMMUNITY DEVELOPMENT: In order to establish a cohesive community, the RA is expected to personally know their residents and be aware of their needs and interests in order to encourage skill development and exploration of residents' trajectory. The RA is personally available to all residents; provides opportunities for interaction and promotes resident involvement; engages intentionally with residents to build relationships both with and between residents; supports student leadership; calls and facilitates community meetings; facilitates inclusive and welcoming communities; acts as a role model to residents; and mediates conflict when necessary. The RA must be approachable and display a genuine interest in the welfare and personal development of residents. The RA is expected to maintain a presence in their living environment, especially during peak times when residents are active in the community.

ACADEMIC: The RA is expected to serve as an academic role model for residents; orient students to UW student services; encourage behavior that contributes to academic success; refer residents to proper academic advising; and establish a community environment that supports residents' rights to sleep and study. The RA is expected to engage residents in meaningful conversations about identity, choices, relationships and their trajectory as they relate to academic goals, pursuits and challenges.

RESOURCE AND REFERRAL: The RA is responsible for referring residents to the appropriate UW and community resources as they manage academic and personal issues. Referrals require the RA to be knowledgeable about resources, responsive to requests and available for follow-up. The RA is expected to respond immediately to crisis situations and work collaboratively with supervisors in resolving crisis situations.

POLICY ENFORCEMENT: The RA is responsible for the consistent enforcement of all HFS and UW policies, as well as applicable Washington State and federal laws. This involves the RA maintaining an accurate knowledge of policies, educating residents as necessary, and modeling behavior consistent with HFS Community Standards. The RA works to establish an environment that promotes personal responsibility and encourages participation in upholding policies. The RA is expected to engage residents in meaningful conversations about choices and the impact of choices on relationships, identity and their trajectory.

TEAMWORK: The RA is responsible for contributing to positive working relationships; participating as a team member in achieving the stated goals of the staff and the Residential Life unit; cooperating with staff members and supporting team on HFS projects and initiatives; demonstrating an acceptance for differences in style; and establishing and maintaining positive working relationships with custodial, dining, desk, facilities maintenance and other HFS and UW personnel.

ADMINISTRATIVE: The RA is responsible for operational and administrative duties such as assisting in move-in and move-out procedures; documenting all alleged policy violations; completing necessary paperwork and reports; completing duty responsibilities and Residential Life Office shifts; reporting and following up on maintenance needs; and promptly attending designated meetings.

Specific Job Requirements

1. The RA is expected to consistently demonstrate behavior characterized by integrity. This includes, but is not limited to, providing accurate and true information on all documentation and communications with all HFS and UW personnel.
2. The RA is expected to meet all Community Development expectations as outlined by their supervisor and the Community Development Model.
3. The RA is expected to maintain a standard of sleeping in their own room four of five nights per work week and one of two nights per weekend.
4. The RA is expected to obtain prior approval from their supervisor for absences from the community that are greater than 24 hours or will require them to spend the night outside of the Seattle metro area. The RA must have travel plans approved by the supervisor prior to purchasing travel.
5. The RA is expected to serve as a positive role model through all Internet activity and computer-related communications including, but not limited to, instant messaging, online journals, texting, social networking sites and email tags.
6. The RA is expected to refrain from any relationship that may result in a personal conflict of interest. The RA is expected to report the potential of such relationships to their supervisor immediately. Examples may include, but are not limited to, siblings, significant others, etc.
7. The RA is expected to effectively manage master keys and electronic card access as demonstrated by, but not limited to: maintaining possession of master keys and electronic card access at all times, ensuring master keys remain in the assigned residential area at all times, refraining from using master keys or electronic card access to gain access to areas for purpose other than legitimate staff business or otherwise not authorized to access, refraining from using master keys or electronic card access for personal benefit, and transferring possession of master keys or electronic card access without explicit authorization from a supervisor. The RA is expected to notify a supervisor or the RD on Duty immediately if master keys or electronic card access are lost, stolen or compromised in any manner.
8. The RA is expected to know, enforce and model all Housing & Food Services, UW and Residential Life policies, procedures and regulations.
9. The RA is expected to be able to act in an official staff capacity at any time while in the residential community. The RA is expected to refrain from any behavior that would compromise their ability to effectively serve in a staff capacity.
10. The RA is expected to successfully complete all duty and on-call responsibilities as assigned. This includes Residential Life Office duties and break coverage as assigned.. The RA is expected to remain in their assigned building/complex while on duty unless otherwise directed by a supervisor.
11. The RA is expected to be responsible for their own safety and refrain from engaging in any behavior that would compromise personal safety.
12. The RA is expected to use staff-issued equipment and/or office supplies exclusively for legitimate staff purposes only.
13. The RA is expected to support year-round occupancy, which includes break coverage. Break coverage includes Thanksgiving, Winter and Spring breaks and includes 24-hour duty coverage and administrative and community development tasks as directed by the supervisor. The RA is expected to contribute to continuous coverage during Thanksgiving, Winter and Spring breaks, even if the RA is not assigned to live in a community that is open during these times. Travel during this time may be limited, and as noted above, all travel plans must be approved prior to purchase.
14. The RA is expected to report any threats or incidents of violence or sexual misconduct including, but not limited to, threats or incidents of self-harm, immediately to their supervisor. If such acts occur after 5 p.m. on a weekday or anytime on a weekend or holiday, the RA is expected to contact the RD on duty immediately and follow the established guidelines regarding priority documentation.
15. The RA is expected to notify their supervisor of any arrest, criminal charge or protection order immediately after issuance.
16. The RA is expected to follow instructions or directions given by direct and indirect supervisors, which may include any Residential Life professional staff.
17. The RA is expected to help facilitate the dissemination of accurate information about HFS. When approached by Press, the RA may cite policies and procedures, but should not interpret them; share data, but not attempt to explain trends; maintain confidential information; refrain from representing themselves as an HFS employee when irrelevant; and ensure members of the press follow visitation and guest policies. The RA is under no obligation to respond to inquiries from the press, but is expected to refer accordingly to HFS Communications and Marketing or a supervisor.
18. The RA is expected to positively represent HFS. The RA is afforded opportunities to offer feedback concerning the Department to their supervisor and Residential Life and HFS leadership.

19. The RA is expected to refrain from voting in any HFS sponsored student leadership organization. Confidential voting in the annual Residential Community Student Association Presidential election is permitted.
20. The RA is expected to effectively manage all confidential student information, including but not limited to demographic information, housing assignment, and conduct/employment/involvement records and should immediately report any disclosure of confidential information to their supervisor.
21. The RA is expected to attend one-on-one meetings, staff meetings, in-service training sessions, other meetings and workshops, and Residential Life student-conduct meetings and hearings as designated by their supervisor. Staff meetings occur on Monday evenings from 7–9 p.m. on a weekly basis each academic quarter.
22. The RA is expected to routinely monitor their HFS email and Residential Life Office mailbox for messages from their supervisor or other Residential Life personnel and respond accordingly in a timely manner.
23. The RA is expected to return to campus for Autumn Training and stay for through the start of Autumn classes.
24. The RA is expected to remain 24 hours after the end of each academic quarter and arrive 24 hours before the community opens each academic quarter.
25. The RA is expected to notify their supervisor about outside employment, internships or significant activities. Such employment and/or involvement must not interfere with the RA's job performance.
26. The RA is expected to assist in the selection of new personnel as assigned.
27. The RA may not work as a Residential Life Office Assistant or hold Executive Board leadership positions in any HFS sponsored student organization during their employment.
28. New RAs are expected to successfully complete the spring quarter RA training class (EDLPS 496) or its equivalent.
29. The RA is expected to perform other duties and tasks as assigned, including HFS-wide activities and initiatives. Examples may include, but are not limited to, assisting with Opening activities, resident-appreciation events, community tours, Open Houses and Previews, and safety and security assessments.
30. During employment, the RA is expected to be enrolled and successfully complete a minimum of twelve undergraduate credits or 10 graduate credits. The RA is expected to notify their supervisor immediately when they are no longer enrolled full-time at the UW. (This expectation may be waived in the event an academic adviser provides written documentation that the credit load variance is the recommendation of an adviser. The documentation from the adviser must reflect that the credit load variance is in alignment with University expectations for satisfactory academic progress.)
31. The RA is expected to maintain a cumulative grade point average (GPA) of 2.45 prior to and throughout their employment. The RA is expected to achieve a minimum GPA of 2.0 per academic quarter, even if their cumulative GPA remains above a 2.45. The RA is expected to notify their supervisor immediately if their cumulative GPA falls below a 2.45.
32. The RA will be held responsible for violations of the Housing Agreement Community Standards and student conduct code. Cases will be adjudicated by the appropriate conduct process (Residential Life Conduct Process Guide and/or Student Conduct Code) and applicable sanctions assigned independent of any applicable employment corrective action, including dismissal.
33. Loss of any HFS student position due to dismissal may affect the employment status of other positions held within HFS.
34. This RA contract is applicable for one academic year. RAs must reapply in order to be considered for employment beyond the employment period noted above.
35. Resignation from the RA position prior to the end of the contract may affect the RA's eligibility to be considered for future employment.

Supervision Received

1. A professional, full-time Resident Director , Associate Hall Director or Area Director directly supervises the RA. Through committee projects and HFS tasks, other professional staff members may exercise indirect supervision.
2. The RA will receive feedback from their supervisor on a regular basis regarding their work performance, including strengths and areas for growth.

Compensation

The RA position is compensated at a rate equal to the cost of room and \$16.39 per day on their Dining Account for the 2017–18 academic year. The RA is compensated an additional prorated amount during Autumn Training. Compensation is applied directly to housing and dining expenses. Additionally, the RA is compensated \$36 per academic quarter for laundry; laundry funds are provided on the RA's Husky Card Account or equivalent system based on building requirements. Dining Account balances do not carry beyond the end of employment as a Resident Adviser and will be forfeited as of the last date of employment. The RA is provided a single or double room or a room within an apartment and is not assigned a roommate.

The RA receives additional compensation for providing 24-hour duty during break periods.

At the conclusion of their employment, they will be financially responsible for any unauthorized alterations, damages or cleaning costs related to their room. If for any reason employment with HFS ends or is terminated before the end of an academic quarter, the RA is responsible for returning the unspent balance on their Dining Account, minus the daily prorated amount for days worked. The RA is responsible for reimbursing HFS for any amount spent on their Dining Account above the prorated amount based upon the last day of employment. Furthermore, the RA must officially check out of their room within 72 hours of the conclusion of their employment.

I have read and understand the terms and conditions of my employment as a Resident Adviser at the University of Washington as defined in this contract. By signing and submitting this contract, I am stating my full commitment to complete the Resident Adviser training course (if applicable) and serve as a Resident Adviser for the entire academic year.

Resident Adviser Signature: _____ **Date:** _____