

**Residential Life Student Staff Contract
For Resident Adviser, Residential Programming Board and Residence
Education Programming Teams
2018–2019 Academic Year**

Dates of Employment: September 5, 2018- June 16, 2019

Job Summaries

Under the direct supervision of a professional staff member, Residential Life Student Staff are live-in positions within the University of Washington (UW) residential communities. Staff work collaboratively through unique roles to support community development and resident engagement. Staff model and support inclusive and welcoming communities; are knowledgeable about and abide by the policies of Housing & Food Services (HFS) and the UW; demonstrate sound judgment; participate in and facilitate a team approach with coworkers; complete necessary administrative tasks; and provide quality customer service to residents and visitors.

Resident Advisers

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; facilitates the holistic development of residents through one-on-one interactions; promotes resident involvement; refers, and supports residents as they manage academic and personal issues.

Residence Education Programmers

The REP supports residents to make the most of their Husky Experience by exploring educational content. The REP team is charged with assisting in the activation of HFS programming spaces by planning educational activities for building communities that are responsive to and inclusive of diverse student interests focused on the areas of wellness, academic success and diversity.

Residential Programming Board

The RPB member supports residents to make the most of their Husky Experience by crafting opportunities for residents to engage socially with peers. The RPB team is charged with assisting in the activation of HFS programming spaces by planning activities in a variety of ways that are responsive to and inclusive of diverse student interests. RPB plans social, community building events that are designed for the entire residential community.

GENERAL DUTIES AND RESPONSIBILITIES

COMMUNITY DEVELOPMENT:

Residential Life Student Staff work collaboratively to establish and support inclusive and welcoming communities; encourage resident involvement and serve as a positive role model in the community. Student Staff must be approachable and display a genuine interest in the welfare and personal development of residents. Student staff are expected to be knowledgeable about campus and community resources.

RESIDENT ADVISERS:

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 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 and mediates conflict when necessary. The RA is expected to maintain a presence in their living environment, especially during peak times when residents are active in the community. 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. 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.

RESIDENCE EDUCATION PROGRAMMERS AND RESIDENTIAL PROGRAMMING BOARD:

The REPs and RPB will work collaboratively to plan events that are designed to be responsive to and inclusive of the diverse residential student population. REP and RPB are expected to serve as academic role models for students and contribute positively to their community supporting the establishment of a community of academic success where residents are able to sleep and study. REPs and RPB are expected to effectively and efficiently utilize programming resources.

COMMUNITY STANDARDS:

Residential Life Student Staff are expected to be knowledgeable about and model all HFS and UW policies, as well as applicable Washington State and federal laws.

RESIDENT ADVISERS:

The RA is responsible for the consistent and respectful enforcement of all Community Standards, educating residents as necessary, and documenting all alleged policy violations. 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.

RESIDENCE EDUCATION PROGRAMMERS AND RESIDENTIAL PROGRAMMING BOARD

REPs and RPB are expected to follow all Community Standards and engage in the community as a role model. REPs and RPB are expected to support their community by contacting a Resident Adviser in the event of a community disruption and/or crisis.

TEAMWORK:

Residential Life Student Staff are 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 members 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:

Residential Life Student Staff are responsible for operational and administrative duties, completing necessary paperwork and reports; reporting and following up on maintenance needs; and promptly attending designated meetings.

SPECIFIC POSITION RESPONSIBILITIES:

ALL STUDENT STAFF:

1. The student staff member 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 student staff member 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.
3. The student staff member is expected to refrain from any relationship that may result in a personal conflict of interest. The student staff member 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.
4. The student staff member is expected to be able to act in an official staff capacity at any time while in the residential community. The student staff member is expected to refrain from any behavior that would compromise their ability to effectively serve in a staff capacity.
5. The student staff member is expected to refrain from engaging in any behavior that would compromise personal safety.
6. The student staff member is expected to use staff-issued equipment and/or office supplies exclusively for legitimate staff purposes only.

7. The student staff member 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 student staff member is expected to contact the RD on duty immediately.
8. The student staff member is expected to notify their supervisor of any arrest, criminal charge or protection order immediately after issuance.
9. The student staff member is expected to follow instructions or directions given by direct and indirect supervisors, which may include any Residential Life professional staff.
10. The student staff member is expected to help facilitate the dissemination of accurate information about HFS. When approached by Press, the student staff member 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 student staff member 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.
11. The student staff member is expected to positively represent HFS. The student staff member is afforded opportunities to offer feedback concerning the Department to their supervisor and Residential Life and HFS leadership.
12. The student staff member 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.
13. The student staff member is expected to notify their supervisor about outside employment, internships or significant activities. Such employment and/or involvement must not interfere with the student staff member's job performance.
14. During employment, the student staff member is expected to be enrolled in and successfully earn a minimum of twelve undergraduate credits or 10 graduate credits each quarter during employment. The student staff member 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. Student staff who re-take a class are expected to understand the associated university implications.)
15. The student staff member is expected to maintain a cumulative grade point average (GPA) of 2.45 prior to and throughout their employment. The student staff member is expected to achieve a minimum GPA of 2.0 per academic quarter, even if their cumulative GPA remains above a 2.45. The student staff member is expected to notify their supervisor immediately if their cumulative GPA falls below a 2.45.
16. The student staff member 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.

17. Loss of any HFS student position due to dismissal may affect the employment status of other positions held within HFS.
18. The Residential Life Student Staff Contract is applicable for one academic year. Student staff members must reapply in order to be considered for employment beyond the employment period noted above.
19. Resignation from the student staff position prior to the end of the contract may affect the student staff member's eligibility to be considered for future employment.
20. The student staff member 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.*
21. The student staff member 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. RA staff meetings occur on Monday evenings from 7–9 p.m. on a weekly basis each academic quarter. REP and RPB staff meetings are held weekly and determined based on academic schedules of staff members. REP and RPB staff members are expected to maintain availability to attend meetings 7-9 PM on Mondays as directed.
22. The student staff member 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 student staff member is expected to return to campus for Autumn Training and stay for through the start of Autumn classes.
24. The student staff member may not work as a Residential Life Office Assistant or hold Executive Board leadership positions in any HFS sponsored student organization during their employment.
25. The student staff member 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.*
26. The student staff member is expected to assist in the selection of new personnel as assigned.
27. The student staff member is expected to work collaboratively with other Residential Life staff to support community development efforts as established by their supervisor.

RESIDENT ADVISERS ONLY:

1. The staff member is expected to meet all Community Development expectations as outlined by their supervisor and the Community Development Model.
2. The staff member 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.
3. The staff member is expected to obtain prior approval from their supervisor for absences from the building that are greater than 24 hours or will require them to spend the night outside of the Seattle metro area. The student staff member must have travel plans approved by the supervisor prior to purchasing travel.
4. The staff member 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.
5. The staff member is expected to know, enforce and model all Housing & Food Services, UW and Residential Life policies, procedures and regulations.
6. The staff member 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 staff member is expected to remain in their assigned building/complex while on duty unless otherwise directed by a supervisor.
7. The staff member 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.
8. The staff member is expected to remain 24 hours after the end of each academic quarter and arrive 24 hours before the community opens each academic quarter.
9. New staff members are expected to successfully complete the spring quarter RA Training Class (EDLPS 496) or its equivalent.

**RESIDENTIAL PROGRAMMING BOARD AND RESIDENCE EDUCATION
PROGRAMMERS ONLY:**

1. The staff member is expected to ensure accurate, detailed documentation is created and maintained about events, including planning, preparation, assessment and budgeting, in a timely manner.
2. The staff member is expected to assist in the activation of HFS programming spaces through a diverse array of programming and initiatives designed to engage UW residential students.
3. The staff member is expected to work an average of 19.5 hours per week and is expected to effectively document work completed in this time frame. During weeks where active programming is not happening, planning and assessment work is expected.
4. The staff member is expected to obtain prior approval from their supervisor for absences from the residential community that are greater than 72 hours. All travel plans must be approved by the supervisor prior to purchasing travel.
5. The staff member is expected plan and implement a diverse array of high quality and intentional programs for residential students. The REP staff member is expected to plan four educational programs each quarter for assigned building communities and the RPB staff member is expected to support large-scale, social programs each quarter for the entire UW residential community.
6. The staff member is expected to know and model all Housing & Food Services, UW and Residential Life policies, procedures and regulations. The student staff member is expected to contact the Resident Adviser on Duty in the event they are aware of a potential policy violation.
7. The staff member is expected to effectively manage electronic card access as demonstrated by, but not limited to: maintaining possession of electronic card access at all times, refraining from using electronic card access to gain entry to areas for purpose other than legitimate staff business or otherwise not authorized to enter, refraining from using electronic card access for personal benefit, and transferring possession of electronic card access without explicit authorization from a supervisor. The staff member is expected to notify a supervisor or the RD on Duty immediately if electronic card access are lost, stolen or compromised in any manner.

SUPERVISION:

All student staff members are supervised by a professional Residential Life staff member. Indirection supervision is also provided by other Residential Life staff. All student staff are provided training before and during employment, as well as offered feedback on a regular basis.

COMPENSATION:

RA compensation is applied directly to housing and dining expenses. REP and RPB compensation is applied to the individual's housing account to partially or fully offset the individual's housing-related charges (depending on the exact position held and the room type selected). Specific details about compensation timelines and amounts are included below.

Financial Aid Reporting

Housing & Food Services reports the value of compensation received for Residential Life positions to the Office of Student Financial Aid. Financial aid is very individualized and varies from one student to the next. The potential impact of this reporting on financial aid package should be discussed with the Office of Student Financial Aid. The appropriate person to contact with questions is James Flowers, Associate Director of the Office of Student Financial Aid (jflowers@uw.edu).

Timelines

Compensation for all staff types is applied on a quarterly basis.

Dining account and laundry account balances do not carry beyond the end of employment and will be forfeited as of the last date of employment. If for any reason employment ends or is terminated before the end of an academic quarter, the staff member is responsible for returning the unspent balance on their Dining Account, minus the daily prorated amount for days worked. The staff member is responsible for reimbursing HFS for any amount spent on their Dining Account above the prorated amount based upon the last day of employment. These details will be calculated centrally, and be communicated directly to the departing staff member by their supervisor. The reimbursement amount will be added as a charge on the staff member's housing account.

At the conclusion of their employment, staff will be financially responsible for any unauthorized alterations, damages or cleaning costs related to their room.

RAs who leave their position before their contract end-date must officially check out of their room within 72 hours of the conclusion of their employment. If continued campus housing is desired after employment, the supervisor will work collaboratively with the departing RA to secure appropriate on campus housing. REP and RPB staff members who leave their position before their contract end date are not required to vacate their room. All staff are financially responsible for all housing costs incurred after the employment has concluded.

Compensation details by Staff Type:

Resident Adviser

The RA position is compensated at a rate equal to the cost of room and \$16.65 per academic quarter day on their Dining Account for the 2018-19 academic year. The RA is compensated an additional daily prorated amount during Autumn Training. Additionally, the RA is compensated \$37.50 per academic quarter for laundry; laundry funds are added to a laundry account on the RA's Husky Card. 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.

Residence Education Programmers and Residential Programming Board

The REP and RPB positions are compensated at a rate equal to the cost of a new double room, and academic year dining compensation varies by specific position held. All REPs and RPB members are compensated with additional dining funds at the rate of \$16.65 per day during Autumn Training (regardless of specific position held). REP and RPB positions do not receive laundry compensation at any point during training or the academic year.

Housing compensation for all REP and RPB positions is provided at a rate up to or equal to the cost of a new double room. Compensation is applied as a credit on the individual's housing account to partially or fully offset the individual's housing cost. Housing compensation will not exceed the total cost of the student's housing; if the cost of the room type chosen by the REP or RPB is less than the housing compensation value, the student will receive compensation up to the total value of their housing.

REPs and RPB members receive specific dining plan levels based on their position:
The RPB Director and REP Lead receive a Level 4 resident dining plan for the academic year.
All other RPB and REP members receive a Level 1 resident dining plan for the academic year.

REPs and RPBs are eligible to select a different dining level than their compensation package indicates via their housing application. For students who select a dining level equal to or higher than their compensation, compensation is applied to their account to offset the cost of their plan. If students have selected a dining level lower than their indicated compensation amount, they are given instead the dining level their position receives for standard compensation.