

**Residential Life Student Staff Contract For Resident Adviser, Residential Programming Board
and Residence Education Programming Teams**

2019–2020 Academic Year

Dates of Employment: September 4, 2019 - June 15, 2020

JOB SUMMARY:

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; and 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 & 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 & 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 JOB RESPONSIBILITIES:

ALL STUDENT STAFF ARE RESPONSIBLE FOR:

1. Providing accurate and honest information.
2. Contributing to an inclusive and welcoming community in all interactions including online interactions.
3. Sharing with a supervisor any relationship that may create a conflict of interest.
4. Engaging as a staff member at all times while in the residential community, and avoiding any behavior that would impact this ability.
5. Avoiding any behavior that would impact personal safety.
6. Reporting any threats or incidents of violence or sexual misconduct including, but not limited to, threats or incidents of self-harm, immediately to their supervisor.

7. Immediately informing their supervisor of any arrest, criminal charge or protection order after issuance.
8. Following instructions given by direct and indirect supervisors, which may include any Residential Life professional staff.
9. Deferring all requests from the Press, including the Daily to a supervisor or HFS Communications and Marketing.
10. Positively representing HFS with other students, staff and guests and utilizing opportunities to provide feedback concerning the Department directly to their supervisor and HFS leadership.
11. Managing all confidential information with great care and respect for resident privacy and alerting their supervisor immediately of any disclosure of confidential information.
12. Working proactively with their supervisor regarding any outside work and/or activities that may impact their Residential Life student staff position.
13. Enrolling in and successfully earning a minimum of twelve undergraduate credits or 10 graduate credits each quarter, unless otherwise recommended by an academic adviser. (Recommendations from an academic adviser must be shared in advance and in writing with the supervisor.)
14. Achieving a cumulative grade point average (GPA) of 2.45 and a minimum GPA of 2.0 per academic quarter, even if their cumulative GPA is above a 2.45.
15. Avoid voting in any HFS sponsored student leadership organization, aside from casting a confidential vote in the annual Residential Community Student Association Presidential election.
16. Participating in assigned meetings, trainings and workshops. (RA staff meetings occur, weekly on Mondays from 7–9 p.m. 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 instructed.)
17. Reading all HFS emails and responding within 48 hours or as otherwise instructed.
18. Returning to campus for Autumn Training and staying through the start of Autumn classes.
19. Prioritizing resident access to Residential leadership opportunities and avoiding any Executive Board leadership positions in HFS sponsored student organization during their employment.
20. Performing other tasks as assigned.
21. Assisting in the recruitment and selection of new staff as assigned.
22. Working collaboratively with other Residential Life staff to support community development efforts.

Resident Advisers are responsible for:

1. Meeting all Community Development expectations as outlined by their supervisor and the Community Development Model.
2. Maintaining a presence in the community by sleeping in their own room four of five nights per work week and one of two nights per weekend.
3. Requesting permission before making arrangements to be away from the building more than 24 hours.
4. Supporting building safety by: 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 any purpose other than legitimate staff business; refraining from using master keys or electronic card access for personal benefit, or transferring possession of master keys or electronic card access without explicit authorization from a supervisor; and notifying a supervisor or the RD on Duty immediately if master keys or electronic card access are lost, stolen or compromised in any manner.
5. Knowing, following and enforcing all Housing & Food Services, UW and Residential Life policies, procedures and regulations.
6. Completing all duty and on-call responsibilities as assigned, including being present in their building/complex while on duty unless directed otherwise by a supervisor.
7. Supporting 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. Remaining 24 hours after the end of each academic quarter and arriving 24 hours before the community opens each academic quarter.

Residence Education Programmers & Residential Programming Board are responsible for:

1. Keeping accurate records about events, including planning, preparation, assessment and budgeting.
2. Creating a diverse array of programming designed to support a welcoming and inclusive residential community. The REP staff member is responsible for planning four educational programs each quarter for assigned building communities and the RPB staff member is responsible for supporting large-scale, social programs each quarter for the entire UW residential community.

3. Working an average of 19.5 hours every week of each quarter and keeping track of work completed in this time frame.
4. Requesting permission from their supervisor prior to making travel arrangements for absences from the residential community that are greater than 72 hours.
5. Knowing and modeling all Housing & Food Services, UW and Residential Life policies, procedures and regulations. The student staff member is responsible for contacting the Resident Adviser on Duty in the event they are aware of a potential policy violation.
6. Effectively managing electronic card access by: maintaining possession of electronic card access at all times; refraining from using electronic card access to gain entry to areas for any purpose other than legitimate staff business; 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 responsible for notifying a supervisor or the RD on Duty immediately if electronic card access are lost, stolen or compromised in any manner.

ADDITIONAL STANDARDS:

1. New staff members are expected to successfully complete the spring quarter Residential Life Training Class (EDLPS 496) or its equivalent.
2. 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.
3. Residential Life student staff are not permitted to work as Residential Life Office Assistants.
4. Loss of any HFS student position due to dismissal may affect the employment status of other positions held within HFS.
5. This contract is applicable for the employment dates listed above.

SUPERVISION:

All student staff members are supervised by a professional Residential Life staff member. Indirect 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 \$17.29 per academic quarter day on their Dining Account for the 2019-20 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 \$17.29 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.