

Residential Life Position Agreement for Resident Adviser & Community Assistant Positions

2020–2021 Academic Year

DATES OF AGREEMENT

Resident Adviser: September 9, 2020 - June 14, 2021

Community Assistant: September 9, 2020 – September 7, 2021

POSITION SUMMARY

Under the direct supervision of a professional staff member, Residential Life, Resident Advisers (RA) and Community Assistants (CA) are live-in positions within the University of Washington (UW) residential communities. RAs/CAs work collaboratively through unique roles to support community development and resident engagement. RAs/CAs 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 team members; complete necessary administrative tasks; and provide quality customer service to residents and visitors.

The RA/CA 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/CA 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.

DUTIES AND RESPONSIBILITIES

COMMUNITY DEVELOPMENT

GENERAL DUTIES & RESPONSIBILITIES

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

The RA/CA is expected to...

- personally know their residents, be aware of their needs and interests, and to encourage skill development and exploration of residents' trajectory in order to establish a cohesive community.
- be 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.

- maintain a presence in their living environment, especially during peak times when residents are active in the community.
- 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.
- engage residents in meaningful conversations about identity, choices, relationships and their trajectory as they relate to academic goals, pursuits, and challenges.
- refer residents to the appropriate UW and community resources, as they manage academic and personal issues.
- be knowledgeable about resources, responsive to requests, and available for follow-up.
- respond immediately to crisis situations and work collaboratively with supervisors in resolving crisis situations.

SPECIFIC ROLE RESPONSIBILITIES

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. Contributing to an inclusive and welcoming community in all interactions including online interactions.
4. Prioritizing resident access to residential leadership opportunities and avoiding any Executive Board leadership positions in HFS sponsored student organization during their time in this position.
5. Working collaboratively with other Residential Life staff to support community development efforts.

ACADEMIC

GENERAL DUTIES & RESPONSIBILITIES

Residential Life student leaders are expected to be academic role models and support the academic success of residents living within the residential communities.

SPECIFIC ROLE RESPONSIBILITIES

1. Working proactively with their supervisor regarding any outside work and/or activities that may impact their Residential Life student position.
2. Enrolling in and successfully earning a minimum of 12 undergraduate credits or 10 graduate credits each quarter, unless otherwise recommended by an academic advisor. (Recommendations from an academic adviser must be shared in advance and in writing with the supervisor.)

3. 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.

COMMUNITY STANDARDS

GENERAL DUTIES & RESPONSIBILITIES

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

The RA/CA...

- is responsible for the consistent and respectful enforcement of all Community Standards, educating residents as necessary, and documenting all alleged policy violations.
- works to establish an environment that promotes personal responsibility and encourages participation in upholding policies.
- is expected to engage residents in meaningful conversations about choices and the impact of choices on relationships, identity, and their trajectory.

SPECIFIC ROLE RESPONSIBILITIES

1. Engaging as a RA/CA at all times while in the residential community, and avoiding any behavior that would impact this ability.
2. Avoiding any behavior that would impact personal safety.
3. 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.
4. Informing their supervisor if they are the subject of or named in any arrest, criminal charge or protection order after immediate issuance.
5. Following instructions given by direct and indirect supervisors, which may include any Residential Life professional staff.
6. 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 RA/CA 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-Call immediately if master keys or electronic card access are lost, stolen or compromised in any manner.
7. Knowing and following all Housing & Food Services, UW, and Residential Life policies, procedures, and regulations.
8. Upholding all Housing & Food Services and Residential Life policies, procedures, and regulations within the community, by proactively engaging residents around the policies and confronting any behavior in violation of these policies.

9. Completing all on-call responsibilities as assigned, including being present in their building/complex while on-call unless directed otherwise by a supervisor.

TEAMWORK

GENERAL DUTIES & RESPONSIBILITIES

Residential Life student leaders are responsible for contributing to positive working relationships, participating as a team member in achieving the stated goals of their team and the Residential Life unit, cooperating with others and supporting team members on HFS projects and initiatives, demonstrating an acceptance for different perspectives and approaches, and establishing and maintaining positive working relationships with custodial, dining, desk, facilities maintenance and other HFS and UW personnel.

SPECIFIC ROLE RESPONSIBILITIES

1. 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.
2. Avoiding voting in any HFS sponsored student leadership organization, aside from casting a confidential vote in the annual Residential Community Student Association Presidential election.
3. Supporting year-round occupancy, which includes break coverage. Break coverage includes Thanksgiving, Winter, and Spring breaks and includes 24-hour on-call coverage and administrative and community development tasks as directed by the supervisor. The RA/CA is expected to contribute to continuous coverage during Thanksgiving, Winter, and Spring breaks, even if the RA/CA is not assigned to live in a community that is open during these times. Travel during this time may be limited. As noted above, all travel plans must be approved prior to purchase.

ADMINISTRATIVE

GENERAL DUTIES & RESPONSIBILITIES

Residential Life student leaders 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 ROLE RESPONSIBILITIES

1. Participating in assigned meetings, trainings, and workshops. (RA team meetings occur, weekly on Mondays from 7–9 p.m. CA team meetings are held weekly and determined based on academic schedules of members. CAs are expected to maintain availability to attend meetings 7-9 PM on Mondays as instructed.)
2. Returning to campus for Autumn Training and staying through the start of Autumn classes.
3. Performing other tasks as assigned.
4. Assisting in the recruitment and selection of new positions as assigned.

5. Remaining 24 hours after the end of each academic quarter and arriving 24 hours before the community opens each academic quarter. (Approval to arrive/depart early or late must be received in writing from a supervisor)

COMMUNICATION

GENERAL DUTIES & RESPONSIBILITIES

Residential Life student leaders are expected to communicate effectively and efficiently. Communications—verbal, written, and online—should demonstrate respect for others. Formal paperwork and reports should demonstrate language competency.

SPECIFIC ROLE RESPONSIBILITIES

1. Providing accurate and honest information.
2. Reading all HFS emails and responding within 48 hours or as otherwise instructed.
3. Sharing with a supervisor any relationship that may create a conflict of interest; including, but not limited to, familial or romantic relationships with members of the community.
4. Deferring all requests from the press, including the Daily to a supervisor or HFS Communications and Marketing.
5. Managing all confidential information with great care and respect for resident privacy, abiding by the Family Educational Rights and Privacy Act (FERPA), and alerting their supervisor immediately of any disclosure of confidential information.
6. Requesting permission before making arrangements to be away from the building more than 24 hours.

ADDITIONAL STANDARDS

1. New RAs are expected to successfully complete the spring quarter Residential Life Training Class (EDLPS 496) or its equivalent.
2. The RA/CA 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 position corrective action, including dismissal.
3. RAs/CAs 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 agreement is applicable for the position dates listed above.
6. The conditions of this agreement are subject to change by Residential Life.

SUPERVISION

All RAs/CAs are supervised by a professional Residential Life staff member. Indirect supervision is also provided by other Residential Life staff. All RAs/CAs are provided training before and during their time in the position, as well as offered feedback on a regular basis.

COMPENSATION

RA/CA compensation is applied directly to housing and dining expenses. Specific details about compensation timelines and amounts are included below.

COMPENSATION DETAILS

The RA/CA position is compensated at a rate equal to the cost of room and \$18.21 per academic quarter day on their Dining Account for the 2020-21 academic year. RAs/CAs also receive dining compensation during Autumn Training. Additionally, the RA/CA is compensated \$37.50 per academic quarter for laundry; laundry funds are added to a laundry account on the RA/CA's Husky Card. RAs are provided a single or double room or a room within an apartment and is not assigned a roommate. Mercer D/E CAs are provided a studio apartment within the community. The RA/CA receives additional compensation for providing 24-hour on-call coverage during break periods.

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).

COMPENSATION TIMELINES

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

Earned dining account and laundry account balances carry beyond the end of the RA/CA position through the duration of an individual's time as a University of Washington student. If for any reason the position ends or is terminated before the end of an academic quarter, the RA/CA is responsible for returning the unspent balance on their Dining Account, minus the daily prorated amount for days worked. The RA/CA is responsible for reimbursing HFS for any amount spent on their Dining Account above the prorated amount based upon the last day in their position. These details will be calculated centrally, and be communicated directly to the departing RA/CA by their supervisor. The reimbursement amount will be added as a charge on the RA/CA's housing account.

At the conclusion of their position, RA/CAs will be financially responsible for any unauthorized alterations, damages or cleaning costs related to their room.

RA/CAs who leave their position before their agreement end-date must officially check out of their room within 72 hours of the conclusion of their position. If continued campus housing is desired after ending the position, the supervisor will work collaboratively with the departing RA/CA to secure appropriate on campus housing. All RA/CAs are financially responsible for all housing costs incurred after the position has concluded.