

Resident Advisor

Position Agreement 2024-2025



The Resident Advisor (RA) is an integral member of the Department of Residence Life at South Dakota Mines. The RA is a live-in student staff member with an active, continuous presence and intentional leadership role within an assigned residential community. The RA serves as the primary peer facilitator to develop a positive residential community, promote belonging, encourage educational growth, and model responsible decision-making. The RA accomplishes this through the understanding and completion of the position duties and responsibilities.

Types of Resident Advisor Positions

Four types of RAs are employed by the Department of Residence Life and are directly supervised by a director, professional staff, or graduate student of the department for the academic year. All RAs serve as community peer leaders on an assigned floor or area and are members of a staff.

- **Community Living RAs:** Community Living RAs typically work with first- and second-year residents with shared common areas, amenities, and single and double occupancy style rooms.
- **Interest Community RAs:** Interest Community RAs are expected to collaborate with on campus and off campus partners and foster a positive residential community through the defined interest identity of the community. Interest Community RAs typically work with first- and second-year residents in double, triple, and quad occupancy rooms and suite style rooms.
- **Suite Style RAs:** Suite Style RAs typically work with second year and transfer student populations in suite style rooms.
- **Apartment RAs:** Apartment Style RAs typically work with residents in apartments who are not required by South Dakota Board of Regents policy to reside on campus. These RAs help maintain the apartments through custodial, maintenance, and preventative measures.

Requirements of Employment

The requirements listed are a minimum at the time of initial employment and may at the discretion of the Director of Residence Life & Community Standards be waived to allow a Resident Advisor to continue employment from one semester to another. Conversely, at the discretion of the Director of Residence Life & Community Standards a Resident Advisor may be terminated when minimum requirements are no longer being met.

- Enrolled as a full-time student.
- Maintain a cumulative academic grade point average of at least 2.50 during the employment period and must have a cumulative academic grade point average of at least 2.50 at time of application.
- Attended South Dakota Mines for at least two (2) full semesters prior to term of employment.
- Abide by and commit to support all South Dakota Board of Regents, South Dakota Mines, department, and residence hall policies and all local, state, and federal laws.
- Follow the student employment policies set forth by the Office of Human Resources regarding committing to other SDBOR employment.
- An RA is required to have an active, continuous presence within their assigned residential community.
- Additional employment and outside commitments have potential of reducing the ability to perform all duties and responsibilities of the position. An RA pursuing employment and commitments will work with their direct supervisor to review the expectations of employment.
- Meet all duties and responsibility expectations set in this contract.

Duties and Responsibilities of Employment

Develop a Positive Residential Community

- Learn all preferred first and last names of the residents of the assigned residential community.
- Build rapport with residents to support their wellness, address conflict, and encourage educational growth.
- Welcome and engage with residents and guests to the community and foster an inclusive, positive community, respectful of multiple identities and student experiences.
- Facilitate the creation of and assist in the maintenance of roommate agreements and community expectations for all residents of the assigned residential community.
- Actively address and confront interpersonal conflict among residents and assist in civil approaches to resolution.
- Continuously engage in intentional conversations and interactions to build relationships and community.
- Facilitate floor and room meetings to orient and develop community expectations as needed.
- Promote and assess intrapersonal and interpersonal belonging on a regular basis.
- Facilitate relationship building between community residents to promote a healthy community environment.
- Build an inclusive community by actively addressing issues and encouraging educational, intentional conversations and discourse.
- Guided by a residential curriculum, plan, promote, execute, and assess community and individual interactions, events, and initiatives designed to promote social wellness, belonging, and educational opportunities beyond the classroom and commitments.
- Foster positive community standards through visible initiatives such as door decorations, bulletin boards, and community expectations and standard posts.
- Demonstrate an active, continuous presence within their assigned residential community.

Safety and Security

- Ensure care through trained attending behaviors and techniques in serving students in emergency, crisis, and urgent situations.
- Know emergency and crisis procedures and how to utilize campus and external resources.
- Understand, abide, and enforce the policies and procedures as stated within the South Dakota Mines Student Handbook.

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- Educate residents and community guests about policies and act to prevent policy violations by serving as a role model and leader.
- Appropriately and effectively confront alleged policy violations and understand scope of responsibility and duty of care.
- Participate in an on-duty rotation as defined in an assigned residential community and building. Additional coverage of the residence hall may be required as determined by Residence Life Senior Staff to include desk responsibilities, emergency response, and door monitoring.
- Understand the student-leader role to report mandated concerns and complaints.
- Communicate clear and accurate incident reports and concerns.
- Be actively, continuously present in your assigned residential community.
- Conduct routine health and safety inspections and checks and resolve compliance concerns.
- Report facility, maintenance, and safety concerns through work order systems.
- Help maintain the community through custodial, maintenance, and preventative measures.
- Educate residents in systems and processes used by the University and departments to ensure safety and security.
- Complete building duty logs and reports to indicate concerns and patterns of behavior.
- Be responsible for all assigned keys, access cards, and master keys. Complete lockouts and occupancy checks as needed.

Administration

- Manage resources effectively, ethically, and appropriately.
- Complete work in a timely manner. Administrative duties include but are not limited to performing desk responsibilities, maintaining resident rosters, distributing and collecting information, and posting flyers and campus communications.
- Attend all required meetings and trainings.
- Assist in the check-in and check-out process of residents and guests.
- Understand and utilize necessary software and programs.
- Accurately complete necessary check-in, check-out, and room change processes.
- Participate in yearly Residence Life functions such as the staff selection and housing selection processes.
- Perform all other reasonable requests by supervisor, Provost, Dean, or other Student Development and Residence Life professionals.

Communication

- Represent the Department of Residence Life by promoting good communication between the University community. Evaluate, critique, and offer crucial feedback about current University and department policies, regulations, and procedures.
- Adhere to Residence Life and South Dakota Mines privacy policies, including but not limited to FERPA.
- Check RA mailboxes and office areas daily. Review and respond to all communications from the Department of Residence Life on a regular basis.
- Understand the need to relay information to those who need to know and ask questions when clarification is necessary.
- Actively participate in the development of communication ground rules and expectations of self, staff, and supervisors.
- Be an engaged and present member of a staff team and work effectively with others.

Integrity and Trust

- Behaviors of student leaders establish the expectations and experience of a residential community. The RA functions as an educator. The trust in and integrity of a student leader is paramount to the development of a positive residential community and healthy work environment.
- Demonstrate academic commitment.
- Know and follow all university and departmental policies.
- Practice ethical behavior and be capable to educate others on ethical decision-making.
- Understand how bystander and peer pressure affects the position and intervene when social pressures are leveraged for advantage.
- Understand and receive constructive feedback as means of developing trust and professional growth.
- Be transparent and respectful of others and actively support appropriate resolution.
- Abide by and enforce the Alcohol and Substances Policies.
 - As a role model, be aware of personal attitudes of alcohol and substance use as demonstrated by actions and behavior.
 - Do not encourage, through job function or personal action, alcohol or substance related events involving residents.

Terms of Appointment and Important Dates

RAs should be aware of the following orientation, training, opening, academic year, and closing periods which are requirements of employment.

The appointment is set for the entire academic year. A reapplication process will occur during the spring semester to return to the position for additional academic year employment.

- Full Academic Year Appointment: The RA employment begins on July 22, 2024 and ends May 21, 2024.
- Fall Semester Appointment: The RA employment begins on July 22, 2024 and ends December 21, 2024.
- Spring Semester Appointment: The RA employment begins on December 22, 2024 and ends May 21, 2025.
- Vacancy Hire Appointments: The RA employment will begin no later than ten days after appointment signing and will be continue as a Full, Fall, or Spring Semester Appointment.
- Compensation is prorated.
- During periods when a staff member is not full-time enrolled, a different fee structure may be implemented.

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Important Dates and Academic Periods

- **Spring and Summer Semesters**
Spring Welcome Social: 21 March 2024.
Virtual On-Boarding: 22 July – 13 August 2024.
- **Fall Semester**
First Year Staff Training/On-Boarding: 14 August – 22 August 2024.
Returning Staff Training/On-Boarding: 17 August – 22 August 2024.
Fall Opening: 23 August – 25 August 2024.
Leadership Summit: 28 September 2024.
Fall Closing: 18 December – 19 December 2024.
- **Academic Year**
In-Service Training & Meetings: Tuesdays, 8:00PM – 9:00PM.
Staff Socials: typically Tuesdays, 6:00PM – 9:00PM.
- **Spring Semester**
Winter Training & Spring Opening Periods: 10 January – 12 January 2025.
Spring Break Closing Period: 07 March – 08 March 2025.
Spring Closing: 09 May – 11 May 2025.
- **RAs should expect to be present the day following breaks and closings.**
Thanksgiving Break: 12:00PM, 27 November 2024; Fall Closing: 12:00PM, 20 December 2024.
Spring Break: 5:00PM, 08 March 2025; Spring Closing: 5:00PM, 11 May 2025.
- **RAs should expect to be present the day prior to openings and trainings.**
Fall Training: 12:00PM, 14 (17) August 2024; Thanksgiving Break: 12:00PM, 01 December 2024.
Spring Opening: 12:00PM, 10 January 2025; Spring Break: 12:00PM, 16 March 2025.

Community Living, Interest Community, & Suite Style Resident Advisor Compensation

- **A private style room** in either a single style bedroom or suite bedroom at a **reduced cost of \$1,000 per semester**.
 - A private style bedroom is provided for RAs to have a private and welcoming space for intentional conversations, meetings, and privacy as needed.
 - Due to the position being a required, live-on role. The housing application fee is waived.
 - The reduced rate will come in the form of a credit and will be posted to the student's account. The credit will be the precise amount needed to reduce the cost of the assigned room on the student's bill to \$1,000 per semester.
- **A meal plan** to be used at campus dining facilities.
 - A credit for the cost of a **Hardrocker 75** or equivalent meal plan if restructured during the contract period.
 - RAs may choose to enroll in a higher cost meal plan and pay any additional cost for the meal plan selected.
 - The meal plan credit is payable as a Residence Life credit in the amount of the cost of the meal plan and will be posted to the student's account.
- **A stipend** for the contract term based on years of experience in Residence Life or comparable experience (at the discretion of the Director of Residence Life & Community Standards). This stipend is payable in monthly installments.
 - **First Year RAs** will receive a stipend of **\$1000 per semester**. **Returning RAs** will receive **\$1,150 per semester**.

Apartment Style Resident Advisor Compensation

- **A private style room** in either a single style bedroom or suite bedroom at a **reduced cost of \$1,000 per semester**.
 - A private style bedroom is provided for RAs to have a private and welcoming space for intentional conversations, meetings, and privacy as needed.
 - Due to the position being a required, live-on role. The housing application fee is waived.
 - The reduced rate will come in the form of a credit and will be posted to the student's account. The credit will be the precise amount needed to reduce the cost of the assigned room on the student's bill to \$1,000 per semester.
- **A meal plan** to be used at campus dining facilities.
 - A credit for the cost of a **Rocker Square Flex** or equivalent meal plan if restructured during the contract period.
 - RAs may choose to enroll in a higher cost meal plan and pay any additional cost for the meal plan selected.
 - The meal plan credit is payable as a Residence Life credit in the amount of the cost of the meal plan and will be posted to the student's account.
- **A stipend** for the contract term based on years of experience in Residence Life or comparable experience (at the discretion of the Director of Residence Life & Community Standards). This stipend is payable in monthly installments.
 - **First Year RAs** will receive a stipend of **\$1000 per semester**. **Returning RAs** will receive **\$1,150 per semester**.

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Estimated hours for the RA position are: 12-15 hours per week for 39 weeks. During certain time periods planned hours will exceed 20 hours per week including training, opening, and closing periods; however, the overall average throughout the academic year will be 12-15 hours per week. RAs are not compensated for in-hall time during extended university breaks (Thanksgiving Break, Winter Break, and Spring Break) except as indicated.

Understand that time at class, at meals, and generally any time away from the residence halls is uncompensated time. It is not considered duty time. Further understand that at times when you are in the hall, but not performing scheduled duty, much of your time may also be uncompensated time. For example, you may sleep, do laundry, study, and generally engage in personal, non-duty-related activities. However, when you are responding to problems, attending staff meetings, conducting rounds, performing administrative tasks, or engaging with residents such time is considered compensated time. Also, understand that the on-duty rotation will be scheduled every day of the academic year (excluding residential closed periods).

RA Position Agreement

Position appointments are not automatically renewed for subsequent terms of service but will depend upon the evaluation of past performance and future potential as determined by the Residence Life Office. Failure to fulfill duties, responsibilities, and expectations as outlined may be grounds for termination. Inappropriate role-modeling, given the context above, may be cause for probation or immediate termination of appointment by the Residence Life Office. Additionally, any Resident Advisor who leaves the position (forced or voluntary) will be subject to a hall reassignment. In such cases, relocation can be expected to occur within 24 hours. Employment is at will. Therefore, as employer, the University has the right to reassign as needed within the department and to terminate the RA without cause.

Resident Advisor Name

Residence Life Name

Resident Advisor Signature Date

Residence Life Signature Date