

SD Mines Residence Life
Resident Assistant
 Position Agreement 2016-2017

The Resident Assistant (RA) is a student employee within SDSM&T Residence Life under the direct supervision of an Area Coordinator. The residence halls are under the administration of the Director of Residence Life. Residence Life adheres to policies set forth by the South Dakota Board of Regents and the South Dakota School of Mines & Technology. The RA serves as the primary resource for building community, helping students grow personally and academically, and helping students connect with one another. The objectives of the RA position include building a positive community on their floor and within the hall, assisting residents with both personal and academic concerns, knowledge of and upholding University policy, and serving as a resource and/or liaison for the University.

Benefits of Employment

- Each RA is assigned to a designated room.
- Each RA position provides the student with valuable leadership experience, organizational opportunities and personal growth and development that is unique and extensive. Future job, educational and career opportunities can begin with a RA position.
- The RA compensation package for the academic year is calculated by adding compensation (payable in monthly installments) and room rent credit (\$2,255). Room charged will be "residence hall single" rate. 2016-2017 compensation is as follows:

First Year RA	\$3900 + \$2255 = \$6155
Experienced RA.....	\$4200 + \$2255 = \$6455

** Estimated hours for the RA position are: 20 hours per week for 32 weeks plus an average of 50 hours of summer/winter training. During certain time periods planned hours will exceed 20 hours per week; however the overall average throughout the academic year will be 20. RAs are not compensated for in-hall time during extended university holidays (semester break and spring break) except as indicated.*

Understand that time at class, at meals, and generally anytime 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, watch TV, do laundry, study, and generally engage in personal, non-duty-related activities. However, when you are responding to problems, attending staff meetings, performing administrative tasks (posting bulletin boards, etc.) or conducting a program, etc., such time is considered compensated time. Also, understand that on duty RAs will be scheduled every day of the academic year (excluding extended university holidays).

Requirements of Employment

- Must be enrolled as a full time undergraduate or graduate student at SD Mines
- Must maintain a cumulative academic grade point average of at least 2.50 during the employment period and must have cumulative academic grade point average of at least 2.50 at time of application.
- Must have attended SDSM&T for at least two (2) full semesters prior to term of employment.
- Must model appropriate behavior as an employee of the SDSM&T Residence Life.
- Must abide by and commit to support all BOR, university, and residence hall policies and all local, state and federal laws.
- Employment as a RA begins on **August 11, 2016, 12pm** and ends **May 6, 2017, 5pm**.
- RAs must stay on campus until **Dec. 15, 2016 (3pm)** at the end of 1st semester, unless an earlier departure is approved by their supervisor. RAs must return for 2nd semester by **Jan. 7, 2017 (1pm)**, unless a later arrival is approved by their supervisor.

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

Responsibilities of Employment

1. Attend and actively participate in all trainings and meetings as scheduled by the Area Coordinator, the Department of Residence Life or university administration. Training Requirements are as follows: Summer Training/Orientation: **Aug. 11 – 21, 2016**; Academic Year In-Service Trainings/Meetings: **Tuesday's, 7-8pm**; Winter Training: **Jan. 7 – 8, 2017**.
2. Work weekday and weekend duty on a rotating schedule each month. Additional coverage of the residence hall may be required as determined by the Area Coordinator.
3. Recognize that the principle non-academic activity of a RA is their position on staff. A serious time commitment is required; the RA role comes before all other co-curricular activities and other work positions. While other involvement in other co-curricular activities is permissible, students who will be involved in time-consuming campus leadership roles must discuss with Residence Life and Student Affairs. Ultimately, it is the decision of the supervisor, in consultation with the Director of Residence Life, whether an RA is devoting adequate time and attention to the job.

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4. Serve as a role model to all students by abiding by and enforcing all policies and procedures as stated in the South Dakota School of Mines & Technology Student Handbook. Educate residents about policies, document infractions of policies, and work to prevent policy violations.
5. Abide by and enforce the Alcohol Policy. RAs over the age of 21 may consume alcohol in accordance with University policy and state law, but must do responsibly and in the spirit of the Residence Life mission and goals. Those RAs under the age of 21 may not consume alcohol and will have their RA position terminated if found violating the alcohol policy.
6. Become acquainted with residents to see to their emotional, physical, academic, and social needs, and facilitate resolution to interpersonal conflicts among residents.
7. Foster an environment conducive to intellectual discourse and promote healthy academic behaviors.
8. Develop understanding of diversity and social justice and foster an inclusive community, respectful of multiple identities.
9. Develop, implement, and promote a community development plan in your assigned area to meet the learning outcomes and requirements of the Residence Life Office. As part of community development, the RA should be able to identify and work with disengaged residents.
10. Implement fire, accident, security, and emergency procedures to ensure the safety, welfare and health of the residents.
11. Complete administrative work in a timely manner. Administrative duties include, but are not limited to: facilitating regular floor meetings, distributing and collecting information, submitting maintenance requests, completing duty reports, writing information reports, and posting flyers.
12. Represent the Residence Life Office by promoting good communication between all segments of the University community. Evaluate, critique, and offer constructive feedback about current University and department policies, regulations, and procedures.
13. Assist Residence Life staff members in the check-in and check-out process of residents at the beginning and end of each academic session, throughout the school year, and during holiday and break periods.
14. Check RA/campus mailboxes, voicemail, and email on a regular basis.
15. Participate in yearly Residence Life functions such as the staff selection and housing selection processes.
16. Responsible for all assigned keys, particularly master keys. Loss of keys can result in payment to change locks and can affect your employment status depending on the circumstances and the keys that are missing. It is critical that missing keys be reported immediately to your supervisor.
17. Performs all other reasonable requests by supervisor, Director of Residence Life, Dean, or other Student Affairs or Residence Life professionals.

Role Modeling: As a residence hall staff, we function as educators. One of the most effective ways of educating others is through role modeling appropriate behaviors. Examples of behaviors expected of a Resident Assistant include: setting a positive example; conducting yourself in an honest and professional manner at all times; showing respect for persons of all backgrounds, ethnicity, races, lifestyles, interests, and abilities; confronting colleagues who display inappropriate actions or do not show respect for others; and actively supporting, interpreting, enforcing, and abiding by all University policies and procedures as described in the Student Handbook and any other official publications made available to you or to the student body in general.

Be aware of yourself as a role model should you decide to, and are legally allowed to, consume alcohol. Do not provide alcohol to any staff or student under the age of 21. As a role model, you should be aware of personal attitudes regarding alcohol use as demonstrated by your own speech and behavior. Do not encourage, through job function or personal action, alcohol related events involving residents; suggest alternatives to alcohol related events; look out for the well-being of others in drinking situations; share information regarding students' use of alcohol and other health related situations with your AC.

RA Job 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 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 Assistant 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.