

Herkimer College Resident Assistant Position Description

The role of the Resident Assistant (RA) is to serve as a representative of; Herkimer College, The HCCC Housing Corporation, and The Office of Residence Life. RAs act as a liaison between the Office of Residence Life and the residents of College Hill, Campus Meadows and Reservoir Run Apartments.

RAs have the unique opportunity to positively impact resident's academic and personal success. You will alternately play the following roles: a source of academic and personal information, a peer counselor, an event planner, an authority figure, and a role model. Your relationship with students will change with each person and with each situation. We regard this position as an opportunity for developing leadership and a sense of responsibility. Being a RA is a learning experience and friendships will be formed that will last for many years. We expect that this role at the college will be second in importance only to your academics.

Your Area Coordinator and the Director of Residence Life will elaborate on the specific responsibilities of your position as it relates to your hall and area. The general responsibilities for all RAs are listed below.

Community Development Responsibilities:

- Play an active and positive role in helping residents achieve academic success in college while making the transition to campus life. Positive student contact and availability to residents are keys to success in the RA role. Appropriate availability includes being available on evenings and weekends. Knowledge of student names and regular contact with your residents is essential and required.
- Assistance with Residence Life judicial functions is expected. RAs are required to adhere to and enforce all College and Residence Life policies, rules, and regulations, by reporting any violations to the appropriate Campus Safety and Residence Life staff in a timely manner.
- Mediate interpersonal conflicts and encourage good communication between students.
- Make appropriate referrals to the supervisory staff and other College Departments such as the Academic Advisement Center, Academic Support Center, Career Counseling Services, academic departments, and, if necessary, Campus Safety, Student Health Services, and Counseling Center.
- RAs are responsible for overseeing and addressing concerns regarding the conditions of assigned buildings (stairwells, halls, exterior). This includes assessing the buildings for trash concerns, vandalism and reporting it via the campus Track-it system
- RAs are responsible for providing information to residents on a regular basis. This includes posting notices designed by the campus officials, campus wide information, and information unique to RA programs and activities.
- Weekly updates on building activity are required. RAs are expected to provide these updates to the Area Coordinator during one-on-one meetings or in a written format.

Administrative:

- Schedule and hold individual meetings two times per semester with all students in your assigned area to provide individualized support and attention as they acclimate to the academic rigors of the college.

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- Two RAs will staff the Residence Life Academic Success Center each evening. The center will be open from 7:00 pm - 1:00 am nightly. RAs will be expected to respond to and refer incidents to Campus Safety and professional staff as necessary
- Organize study sessions based on the needs of residents in your community.
- Communicate information to students through the posting or distribution of notices and/or personal delivery of information. Remove all outdated postings
- Assist with special projects and large scale campus events (i.e. Room Reservation, Open House, RA Selection Process, Alumni Weekend, etc.). RA Participation at these events is mandatory. Only RAs with approved time away will be excused.
- Review and be familiar with policies and procedures contained in the Herkimer College Student Handbook, paraprofessional staff manual and other Residence Life publications.
- Check-in and check-out of residents as well as assisting with other procedures during opening and closing of the apartments. This includes various vacation periods.
- RA's will assist with staffing Residence Life Office during the first week of classes
- Timely completion of all paperwork related to the RA position including but not limited to occupancy/vacancy reports, evaluations, weekly/monthly reports, individual meeting reports, program proposals, intention forms, surveys, incident reports, health and safety inspection forms, Fire Safety Inspection forms, Apartment Inspection forms, RA selection reference forms, etc.
- Lockout procedures and other administrative tasks as assigned by supervisory staff.
- Fulfill duties related to facility concerns: reports, Track-it work orders, health and safety inspections at break time and once a semester, and other administrative duties as required.
- Have a working telephone at all times.

Programming:

- Plan and implement academic and educational programs that meet the needs and academic major interests of your specific residents.
- Participate in and promote student participation in various activities on-campus and off-campus.
- Fulfill specific program requirements as stipulated by supervisors. Minimal programming requirements will include implementation of the first-six-weeks programming series and at least two late night weekend programs per semester after the first six weeks.
- Participation in Apartment Complex, Residence Life, and Campus-wide programs is required. See your professional staff for guidelines.
- Promotion of floor participation in various activities on-campus and off-campus.

Staff Meetings/Training:

- Attendance at all staff meetings and scheduled campus in-service training sessions is required.
- Attendance at weekly scheduled individual supervisory meetings is required.
- Attendance at all sessions during fall training which takes place in Mid-August, as well as participation in training prior to the opening of the apartments for spring semester in January, is required. Exceptions will not be made, please plan accordingly.
- Training of some RAs in specific areas may be requested. Self-selected workshops may also be required.

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Emergency Response:

- Performance of all responsibilities related to emergency response is mandatory. This includes being available, responsibility for duty keys, and responding to incidents referred by Residence Life, Campus Safety, Health Services, Counseling Center, and YWCA.
- RAs are expected to refrain from activities (both prior to and during shifts) that would impair their ability to respond appropriately to a situation while on staffing the Residence Life Academic Success Center. This includes the use of alcohol and other controlled substances.
- Responding to and communicating any emergency situation in accordance with policies set forth in the paraprofessional staff manual and staff training programs are expected. This includes assistance with evacuation of buildings during fire alarms. Additional RAs may also be needed for "fire watch" and/or door security shifts if such emergencies arise. Staffs are cautioned not to provide emergency assistance for which they are not properly trained.
- Respond to and cooperate with Campus Safety and professional staff during large scale emergencies, including but not limited to power outages, weather emergencies, facilities emergencies, college closings related to an emergency situation and other events deemed large scale emergencies by professional staff. Report to designated emergency sites and be prepared to assume other duties and responsibilities as necessary.
- You will be the primary Residence Life contact person with students. This will be facilitated through your interpersonal interaction, referrals, floor meetings, postings, and rule enforcement.

Role Modeling:

- RAs are expected to represent themselves and Residence Life staff in a professional manner in the course of performing job responsibilities. The RA is expected to be a positive role model at all times and exert a positive influence within the residential community. Appropriate behavior, both on and off campus is expected, including, but not limited to, abiding by all college rules and regulations and state and federal laws.
- Serve as a liaison between Residence Life and the college community, especially administrators, faculty, current and prospective students, and their families.
- Alcohol is not allowed on campus. RAs under the age of 21 may not consume or possess alcohol or alcohol paraphernalia. RAs over the age of 21 who choose to drink are expected to use good judgment when making decisions regarding alcohol use; this includes not drinking with or providing alcohol to underage students or residents and not drinking to excess. RAs may not consume alcohol before or during any job-related activity (office hours, programs, staff meetings, etc).
- Electronic media such as Facebook, Twitter, mobile applications, blogs, instant messaging, websites, and on-line journals are accessible to the public. Personal entries on such documents should be consistent with expectations of the RA position including role modeling. You may not post items of an offensive or sexual nature. Depictions or comments alluding to policy violations are not acceptable. If you are unsure of the suitability of some material, please contact your supervisor.

Diversity:

- All students are to be given respect and live-in an environment free of discrimination, harassment and intolerance. It is crucial that RAs exhibit attitudes and behaviors that show respect for all students regardless of their race, ethnicity, sexual orientation, religious

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background, gender, physical disability, etc. This includes addressing inappropriate or derogatory statements, graffiti, jokes, etc.

Outside Employment/Co-curricular Commitments/Weekends Away:

- This position is expected to be second priority only to your academic responsibilities. There is limited flexibility in the ability to miss RA responsibilities for the sake of another job, athletic team, or student club.
- Nonacademic commitments such as other employment obligations and time away from the position when the apartments are open must be pre-approved by the Area Coordinator/Director of Residence Life (if approved, no more than 10 hours of outside work/commitments per week is allowed). Weekends away (out of town or not returning to your apartment for the evening) should not exceed one weekend per month.
- RAs participating in certain co-curricular activities such as practicum experiences, internships, and athletics should be discussed with the Area Coordinator/Director of Residence Life. Commitments such as these often carry with them a significant time commitment for students that will need to be balanced with the RA position, without negatively affecting the RA's academic obligations or personal wellness, and his/her performance in the RA position.
- RAs are permitted to take one weekend away per month. RAs are expected to reside nightly in their room. While apartments are open, time away in excess of one weekend away will not be permitted unless the Area Coordinator/Director of Residence Life grants special permission.

RA Grades Policy:

- The requirement is that each RA maintains a 2.5 cumulative GPA. The RA position should not negatively affect the RA's academic achievement. It is the responsibility of the RA to contact the Director of Residence Life should his/her GPA fall below a 2.5 immediately upon receiving the grades. The Residence Life staff will check grades at the conclusion of Spring semester for Fall employment, and at the conclusion of the Fall semester for Spring employment. For the fall semester, the grade requirement must be in place by **July 1, 2014**.
- RAs need to be enrolled full-time Herkimer College students, carrying a minimum of 12, maximum of 18 undergraduate credits. Exceptions to this must be petitioned to the Area Coordinator, with the final decision being made by the Director of Residence Life. Any petitions must be completed prior to the beginning of the semester.
- If a RA's GPA falls below a 2.5 but above 2.0, the RA will be placed on probation for one semester, provided it is mathematically possible to raise the GPA to a 2.5 in one semester. If the GPA does not reach 2.5 by the end of that semester, the RA will be terminated. The RA will have an opportunity to be reinstated within ONE academic year if his/her GPA is raised to the required level. Probation based on grades will only be permitted for a maximum of one semester.
- If a RA's GPA falls below a 2.0, the RA's position will be terminated.

Hall Assignment:

- Residence Life reserves the right to change staff assignments if it is in the best interest of the RA and/or the residents.

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- Transferring to another hall mid-year is not permitted. Transfers for the upcoming academic year are permitted at the discretion of the Area Coordinators/Director of Residence Life.

Key Control Policy:

- All keys assigned to staff are that staff member's responsibility to ensure security and proper use. No key may be duplicated unless done so through a Residence Life maintenance request and approved by his/her supervisor. Due to the access it provides, loss of the office key will minimally result in probation and reparations paid for the cost of a lock changes and re-cut keys.

Master Keys:

- As a paraprofessional staff member, you will be the first response person to many emergency situations. To ensure the most effective response system, building master keys are made available to you.
- The safety and security of our students is reliant upon the responsible use and control of these keys. You are expected to use master keys only when all other key sources have been exhausted in administrative procedures or when necessary in emergency situations.
- It is expected that master keys will never be misused for inappropriate access to student rooms, restricted administrative offices, or mechanical areas. You are expected to follow key control procedures as specified and report any losses.
- This also serves as notice to you that if master keys under your supervision are lost or misused, disciplinary action may be taken. This may result in probation, termination of employment, or reparations.

Performance Appraisal:

- Performance appraisals will be based on your fulfillment of duties as well as terms and conditions, which are included in this document. RAs will participate in an evaluation process that includes input from supervisors and residents.
- Continuation in the position and decisions regarding renewal for an additional term will be based on these evaluations and your reapplication for your position during the spring semester.
- Probation, extra training, additional work assignments, or termination may be required if performance is determined to be below average or if the RA engages in inappropriate behavior.

Basic Remuneration

- \$2,000/semester stipend. Progressive raises will be awarded with satisfactory performance.
- Parking fee waiver
- Should your employment as a paraprofessional cease, you will be required to vacate your room/apartment by a date set forth by your supervisor. Alternate on-campus housing options will be provided to you.

Effective Dates:

- This contract **is a commitment for one academic year beginning** on the opening day of fall training scheduled for **Friday, August 14, 2015** and ending one business day after the final closing (senior check out) of the apartment at the end of the academic year **Saturday, May**

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21, 2016 at 5 pm. Leaving prior to the contract end date will result in room charges and possible check out charges such as improper check out, room damage, etc.

Contract Renewal:

- RAs may only hold the position for a maximum of two academic years. RAs who assumed the position at mid-year are permitted to hold the position for a maximum of two and one-half years. Renewal is not automatic, and RAs wishing to be “renewed” for the next academic year will be required to participate in, and complete the, RA Reapplication process at the beginning of the spring semester.
- RAs will not be eligible for contract renewal if they fail to complete their 1-year contract (**August 14, 2015-May 21, 2016**). To reapply for the RA position, the student must attend the next selection process.
- RAs hired for the spring semester will not be eligible for contract renewal if the RA chooses to leave the position prior to a year and a half of service as a RA. To reapply for the RA position the student must attend the next selection process.
- RAs may be eligible to be placed on the RA waiting list after leaving for an internship, study abroad program, or other reason if the following conditions are met:
- The RA has fulfilled a 1-year contract as a Resident Assistant for the academic year (**August 14, 2015-May 21, 2015**).
- The RA has notified Residence Life of his/her intent to leave the position (in writing to the Director) for an internship/study abroad or other reason prior to the completion of the 1-year contract.
- The RA is in good employment standing, has reapplied, and been approved to be added to the RA waiting list by the Director of Residence Life or designee.

Termination by Employer:

- Improper performance or non-performance of the terms of this contract or any other behavior which may significantly affect the ability of the incumbent to discharge the duties of the position may result in termination of employment. Decisions regarding termination will be made by the Area Coordinator/Director of Residence Life. The Resident Assistant will have the right to a review of the reasons for such termination.

Please Note:

The policies and procedures contained in this document are not intended to be contractual commitments by the Housing Corporation at Herkimer College; employees/resident assistants shall not construe them as such. No policy herein is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this document. The policies and procedures herein are intended to be guides to management and are merely descriptive of suggested procedures to be followed. Management reserves the right to revoke, change, modify or supplement guidelines at any time with or without prior written notice. They are not meant to and do not in any way change or modify Civil Service Laws, Rules or Regulations or Union Agreements. In the event of a conflict between the document and Civil Service Laws, Rules, Regulations or Union Agreements, this document is subordinate. This document may not be inclusive of all College and / or Residence Life policies and / or procedures.

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Resident Assistant of Ethics 2015-2016

As a staff member of Residence Life at Herkimer College, I understand that I must abide by all College and Residence Life rules and regulations, and state and federal laws. I understand these policies include appropriate behavior as a HC student including activities held outside of my building/complex as well as off-campus.

I understand that I am a leader and role model for staff and students. Therefore, I am expected to act in a consistent, professional manner and to refrain from inappropriate or offensive communication or behavior. I am to act in a respectful manner towards all residents and staff. While I have primary responsibility for a floor, building, complex, and/or community, I recognize that I also have broader responsibilities within the campus community. It is expected that I confront and/or aid in all conflicts and situations that may arise in any apartment, on campus apartment or community.

I understand my responsibility not to abuse my authority as a staff member. I will therefore refrain from engaging in any exploitative relationship with a resident within my apartment complex. This could include, but is not limited to, romantic relationships, a relationship that provides undue privileges to any resident, or a relationship that strips the rights or privileges of a resident.

I understand the College's Sexual Harassment policy and will abide by it.

I know I am to work toward an environment where individual rights and differences are recognized and respected and where bigotry is challenged. We Choose Civility at Herkimer College.

I understand I will be entrusted with information, both organizational and personal, and will be expected to keep that information within the confines of the position. I will maintain professional standards of confidentiality in all dealings with students and staff. I will not discuss a disciplinary, academic, or personal problem with other staff members unless the imparting of information is relevant to job responsibilities and in the best interest of the student(s) involved. I will never promise a student complete confidentiality in dealing with problems or situations where there is a threat to someone's health and safety. In these situations, I understand I must seek the assistance of professional staff. I will never impart personal information in a location or manner that allows other persons to overhear. This includes all negative comments relevant to any students or staff member.

As a staff member, I have a responsibility to be a role model regarding the use of alcohol. I will not provide alcohol to any student regardless of their age. I will not consume alcohol if I am under the age of 21. If I am 21, I will not consume alcohol prior to or while on duty. I know that becoming intoxicated does not model the appropriate use of alcohol. I know I should not be in attendance where alcohol violations are occurring off campus. In such situations, I understand my role as a student staff member is being compromised. This can affect others' perceptions of my integrity and ultimately impact my overall effectiveness as a paraprofessional.

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As a paraprofessional staff member, I will not make any comments to the media, such as television, newspaper, or internet media without the permission of Director of Residence Life professional staff. Such comments will often be seen as inappropriately representing the Residence Life opinion. Media inquiries should be sent to the Director of Residence Life.

In addition, I realize I am to refrain from using and distributing any illegal drug and/or abusing the use of any prescription and/or other over-the-counter medications. I know I should not be in attendance at any event where a drug violation is occurring except to respond to the violation. I will consider this code even when off-campus, particularly when in the presence of other Herkimer College residents.

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Resident Assistant Agreement Affirmation 2015-2016

Name _____ Address _____
Email _____ Cell Phone _____

Having read the Resident Assistant Employment Agreement, the Code of Ethics and understanding the content, I accept the duties and responsibilities of the Resident Assistant position. I have also read the Master Key Policy understand it and agree to abide by it.

I understand the dates of employment and the additional training and closing time needed before and after each semester. Training begins Friday, August 14, 2015. RAs must stay until closing the halls on December date TBD, 2015 at 5 pm. January training begins on January date TBD, 2016. RA's will be closing the halls on Saturday May 21, 2016 with RAs being able to leave at 5:00 pm. Please note, commencement takes place on May 20 and RA's will leave the day after commencement.

Signature _____

Date _____

Herkimer College ID Number _____

Professional Staff Signature _____

This original is to be kept on file by AC and a copy shall be given to the RA.