**Resident Assistant/OA Leader Agreement**

**2017-2018**

The goal of the Resident Assistant (RA) position is to facilitate community development within the residential community of Pitzer College.  RAs also take on a leadership role during orientation by assisting with New Student Orientation as OA Leaders. You are accepting a position of responsibility and leadership among your peers.  The specific duties and responsibilities of a RA include, but are not limited to, the following terms and conditions.

**Important Dates At-A-Glance**

**Spring 2017 – Required Dates**

* OA Leader Orientation: Saturday, April 8
* New RA Team Orientation: Tuesday, April 18, 2017, 7pm-9pm
* Residence Halls Spring Closing (MANDATORY): Saturday, May 13, 2017 and Sunday, May 14, 2017, all day

**Required Dates for 2017-2018 Academic Year**

* Fall RA/OA Training (New RAs): Sunday, Aug. 6 through Friday, Aug. 18, 2017
* Fall RA/OA Training (Returning RAs): Tuesday, Aug. 8 through Friday, Aug. 18, 2017
* Fall Move-In/NSO: Saturday, Aug. 19 through Monday, Aug. 28, 2017
* RA Closing Celebration: Friday, Dec. 15, 2017
* Winter Closing of Res Halls: Saturday, Dec. 16, 2017
* Spring Training: Thursday, Jan. 11 through Saturday, Jan. 13, 2018
* Spring Move-In: Sunday, Jan. 14 and Monday, 15, 2018
* Spring Closing of Res Halls: Saturday, May 12-Sunday, May 13, 2018

**Projected Holiday & Break Duty Coverage for 2017-2018 (dates are split evenly)**

**NOTE:** RAs on duty over certain holidays may be required to take on additional programming responsibilities.

* Labor Day: Monday, Sept. 4, 2017
* Fall Break: Friday, Oct. 13 through Tuesday, Oct. 17, 2017
* Thanksgiving: Thursday, Nov. 23 through Sunday, Nov. 26, 2017
* MLK Jr. Day: Monday, Jan. 15, 2018
* Spring Break: Friday, March 9 through Sunday, March 18, 2018
* Cesar Chavez: Friday, March 30, 2018

\*\*\*If you are a Spring 2018 RA only, you do not need to work NSO and you do not need to be an OA Leader\*\*\*

**RA Training**

* Attending all fall and spring training is a mandatory condition of the position.
* RAs must be CPR and First Aid certified, and **remain certified,** throughout their tenure as an RA.
* Actively participate in the Orientation Adventure Trips and New Student Orientation prep and activities.

**Fall 2016 RAs**

* **Spring 2017 Trainings** –
  + OA Leader Training will occur on Saturday, April 9, 2016 all day.
  + New RA Team Orientation will be on Tuesday, April 18, 2017 from 7pm-9pm. Please do not make other plans on this evening.
* **Fall 2018 Training** - You will be able to move in and get settled on Saturday, August 5. Fall training will begin on Sunday, August 6, and continue through Tuesday, August 15. All RAs will then have OA Leader training Wednesday, August 16 through Friday, August 18 and work all day for Move-In on Saturday, August 19. All RAs will leave for OA Trips Sunday, August 20 through Wednesday, August 23, 2017. Additionally, all RAs will assist with New Student Orientation from Thursday, August 24-Monday, August 28. Please do not make other plans for the duration of training, Move-In, OA Trips, and New Student Orientation; it will fully encompass your days, evenings and weekends.  We will notify you over the summer with further details about training.
* **Spring 2018 Training** - You will be able to move back into the residence halls on Wednesday, January 10. Spring Training will begin on Thursday, January 11, and continue through Saturday, January 13, 2018. Please do not make other plans for the duration of training; it will fully encompass your days and evenings.

**ATTENTION: Spring 2018 Semester ONLY RAs**

* **Spring 2017 Trainings** –
  + OA Leader Training will occur on Saturday, April 8, 2016 all day.
  + New RA Team Orientation will be on Tuesday, April 18, 2017 from 7pm-9pm. Please do not make other plans on this evening.
* **Fall 2017 Training** - You will be able to move in and get settled on Saturday, August 5. Fall training will begin on Sunday, August 6, and continue through Tuesday, August 15. If you will only be an RA for the Spring 2018 Semester, you will not be leading an OA group and your last day of Fall training will be August 15.
  + You must vacate the residence halls by 5pm on Wednesday, August 16, 2017.
* **Spring 2018 Training** - You will be able to move back into the residence halls on Wednesday, January 10. Spring Training will begin on Thursday, January 11, and continue through Saturday, January 13, 2018. Please do not make other plans for the duration of training; it will fully encompass your days and evenings.

**Terms and Conditions**

**RA Performance Expectations**

* RAs are held to the same standards as the general student body as outlined in the Code of Student Conduct in the Student Handbook.
* RAs may be removed from their position, be placed on performance probation or their Housing contracts may be canceled at any time for the following reasons:
  + Misuse of master keys and/or sharing key box codes with non Res Life personnel
  + Misuse of electronic key coding systems (i.e. Onity or Blackboard)
  + Non-compliance with requirements contained in this agreement and referenced documents (i.e. RA Manual or the RA Disciplinary Guidelines)
  + Failure to support College and Residence Life policy and the RA Disciplinary Guidelines.
  + Placement on either academic or disciplinary probation by the College.
  + This list is not exhaustive and may be added to throughout the year at the discretion of the Director of Residence Life
* RAs are expected to be mindful when interacting with the media. This is meant to assist RAs in balancing the utilization of media platforms with the potential conflicts of interest that may arise due to their involvement with their leadership position with Residence Life.
* RA performance will be evaluated by their RD periodically throughout the year.  Substandard performance may lead to disciplinary action and/or removal as documented in the RA Documentation Form.
  + In the event of removal or dismissal you will be financially responsible for the cost of pro-rated room and incidental charges for the remaining portion of their housing costs, including a possibility of reassignment to another residence hall contingent on space availability.

**Professional Expectations Around Alcohol/Substance Use**

* RAs must adhere to all local, state, and federal laws and the policies in the Pitzer College Student Handbook governing alcohol consumption and substance abuse.
* RAs 21 years of age or older, may drink alcohol under conditions stated in the Pitzer College Student Handbook.
* If you choose to consume alcohol, you must:
  + Use highest levels of discretion when attending other Campus and 5C events where alcohol is present
  + Refrain from buying, serving, or consuming alcohol with underage students
  + Refrain from drinking alcohol within a 12-hour period prior to duty, nor in any case while on duty
  + Refrain from drinking alcohol during fall or spring training, starting with early arrival regardless of age
* RAs have obligations and responsibilities other residents do not have that may make a social event uncomfortable.

**Termination of RA Assignment**

Either you or the College can terminate this agreement early with a written notification. In the event of early termination of this agreement, you will receive a stipend through the last day of your assignment. You will be responsible for the pro-rated cost of the single room for the remainder of the academic year, or as available, you may be moved to a double occupancy room and will be responsible for the pro-rated cost of the double occupancy room for the remainder of the academic year; and you will cease to receive the biweekly stipend.

**Academics/Workload**

* The RA position should be the first non-academic priority.
* RAs must be enrolled as a full-time Pitzer student in good standing with the College.
* RAs shall maintain **at least a** **3.3 cumulative GPA**.  A semester GPA which is under 3.3 will result in **academic probation** with the Office of Student Affairs.  Two semesters under a 3.3 may result in termination of assignment.
* RAs shall not be enrolled in more than one night class without prior approval from their Residence Director (RD) (night class is defined as being in session after 6:00 pm).
* All major time commitments must be discussed during the first week of classes with your RD via the Outside Time Commitment Form.  The time commitment of the RA position does not always allow for a second job.

**Administrative Responsibilities**

* Maintaining appropriate records of administrative duties, including incident reports, duty logs, programming forms, all Housing forms, etc. in a proper and timely manner.
* RAs must assist in the daily business operations and services of the residence hall including:
  + The opening and closing procedures of the residence halls
  + Completing RCRs and room changes
  + Coding resident IDs cards as needed (temporary ID cards should only be made at the discretion of the RD)
  + Being responsible for residence hall master keys/cards, including the cost of replacing keys/cards should they be lost.
    - Master keys should only be used when on duty for lock outs, health and safety checks, or any situation designated by an OSA professional staff member.
* Attend all Residence Life staff meetings
  + Scheduled for Tuesdays from 7pm-9pm.
* Attend weekly 1-on-1 meetings with the Residence Director.
* Arrangements must be made in advance with the Residence Director for extended hall absences (more than 24 hours).
* Thematic Programming Meeting Requirement
* Other duties as assigned

**Duty**

* RAs must provide on-call coverage (duty) of the residence hall between one and two days per week on average during evening and weekend hours (including all dates listed on the “Important Dates At-a-Glance” on the first page) on a schedule. Refer to RA Manual for specific duty expectations.
* RAs must complete duty rounds as designated in the RA Manual.
* Address students who impose upon community standards, violate College policies, and/or regulations whether these incidents are reported by other residents or encountered while in the RA position.
* Assist in addressing and referring behavioral problems to their RD.
* Document each situation by submitting an incident report immediately after incident occurs.
* RAs must assist students in handling crises and work with on call staff (secondary RA and RD on call) to solve problems.

**Community Development and Intentional Conversations**

* RAs must serve as a role model for all students:  understand, enforce, and abide by policies, establish and maintain credibility within the community.
* RAs are encouraged to offer input regarding ResLife improvements.
* RAs must assist in the development of a community with the hall, floor or tower by
  + Developing relationships with residents
  + Holding community meetings
  + Programming
* Refer students to appropriate College resources and report emergencies to their Residence Director when necessary.
* RAs must maintain bulletin board(s) with information on campus resources, activities and educational materials.  Bulletin boards are required to be changed at the discretion of the RD
* In addition to regular and weekend duty nights, RAs are expected to maintain high visibility in their residence halls and on Pitzer’s campus.

**Orientation Expectations**

* After RA training, additionally report to the Director of Student Activities & Orientation until the end of Orientation.
* Assist with New Student and Returning Student move-in days.
* Serve as an OA Leader unless given approval to serve in a different capacity for the duration of OA trips by the Director or Orientation. See **OA Leader** essential functions below.
* Lead skits for “Life in the Res Halls” orientation session and facilitate hall meetings for your floor/tower.
* Help facilitate discussions about campus life for new students and attend orientation social events with new students.

\*\*\*PAS RAs will have additional responsibilities during this time in order to support their residents during Orientation sessions and other commitments

### OA Leader

* Help the OA Coordinators set the vision for the trip activities and logistics
* Build relationships and provide support to OA participants
* Facilitate a safe, welcoming and enjoyable experience for OA participants
* Appropriately represent Pitzer and the Office of Student Affairs, while providing a student perspective about college life
* As a team, use each OA leader’s individual strengths and training to successfully execute an OA trip

**RA Placement**

RAs may be reassigned at any time at the discretion of the Director of Residence Life (DRL)/or OSA.  Additionally, individuals assigned to fill a vacant position during an academic year will only be assigned through the end of the academic year in which they were selected.

**Confidentiality and Required Reporting**

RAs are in a position to gain a great deal of sensitive and personal information.  It is expected that this information will be treated in a professional and confidential manner.  **RAs do not have privileged confidentiality.** Any information that might affect the safety, security, and wellbeing of a student *must* be shared with the RD or professional member of OSA immediately.  An RA should not promise confidentiality to the students.

**Campus Security Authority (CSA)**

The Clery Act defines CSAs as a certain category of students, College employees and contractors who have federally mandated responsibilities to report crimes that are reported to them. RAs and Mentors are considered CSAs because students can reasonably expect to share crime information with them. Some examples of CSAs in this category include, but are not limited to: Dean of Students, Dean of Faculty, Representatives of Residential Life and Housing, Director of Financial Aid, Registrar, Community Engagement Center Staff, Human Resources Staff, Site Directors for Study Abroad Programs.

**Financial Remuneration**

**Yearlong RAs:** In return for fulfilling the above mentioned services, RAs will be provided a monthly stipend of $344. This will be paid over 9 pay periods equaling $3,096 for a full academic year. The RA compensation begins in August when RAs return for training, opening, and orientation. During Fall training RAs will receive a payment schedule.

**Semester RAs:** Semester RAs will be provided a monthly stipend of $344. This will be provided over 4 pay periods equaling $1,548.00 for a full semester. Please note: for Spring 2017 RAs, stipends for Fall Training will not be provided until Spring 2017 Semester. During Fall training RAs will receive a payment schedule.

(NOTE: Remuneration is subject to adjustment.)

**Room Benefit**

RAs will receive a single room credit on their student account. This single room is a benefit of the position valued at $10,326 (based on 2016-2017 room plan rates). This room is a benefit that affects overall cost of attendance at Pitzer and therefore will affect RA Financial Aid packages. All RAs who receive Financial Aid should go to the Financial Aid office to discuss this benefit prior to accepting the RA position. Financial Aid will create a draft of individual aid packages so RAs can see how this benefit will reduce the overall loan amount that they will need to take as a RA. Please note, this single room is not compensation and is a benefit that is added to RA student accounts.

**Acceptance of Employment**

By signing this agreement, you agree that you have read and understood the aforementioned terms, conditions and expectations and required dates stated above, and are accepting the position of RA for the upcoming school year. Individual RAs may be expected to perform additional functions which meet the needs of a given population and **assume other responsibilities as assigned by their RD and/or DRL.**

Again, we are honored that you want to be a part of the Residence Life program at Pitzer and we look forward to the possibility of having you on the team!

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| **Resident Assistant Name (Please Print)** |  | **Date** |
|  |  |  |
| **Resident Assistant Signature** |  | **Date** |