

**Resident Advisor and Theme Community Resident Advisor Terms and Conditions
University Housing Services - San José State University
2019 – 2020 Academic Year**

Name _____
(Last) _____ (First) _____
Permanent Address _____
Permanent Phone Number () _____
Student ID Number _____



This agreement shall include terms and conditions for both Resident Advisors (RA) and Themed Community Resident Advisors (TCRA). The term “RA” will be used through the remainder of the Position Description to detail expectations for all RA and TCRA positions. Responsibilities or information specific to TCRA’s will be detailed in an additional section.

University Housing Services Educational Priority: As a result of living on campus, Spartans will engage as contributing and empowered individuals who foster thriving communities.

In order to create an intentional and engaging experience in the residence halls, UHS operates under a Residential Curriculum Model. Through the educational opportunities that occur within in our residence halls, residents will learn Self Awareness; Cultural Competency; Social Engagement and Relationship building through a wide variety of strategies executed by appointed RAs, and the Residential Life professional staff. Below, you will find the baseline requirements/expectations of those who are appointed to the RA role.

Arrival Dates:

All RAs (RA/TCRA) to arrive no later than **Sunday, August 4th, 2019 by 4pm to move-in, with Fall RA Training to start Sunday, August 4th, 2019 at 5pm.**

1. RA Terms

- 1.1 The undersigned student agrees to accept a temporary appointment as a Resident Advisor (RA) at San José State University (SJSU) beginning August 4th, 2018 and ending on or before May 27, 2019, subject to the terms and conditions contained herein. RAs agree to sign a Housing License Agreement (HLA) and further agree to live in the residence halls and take board in the residence hall dining facilities as a condition of the RA position. The use of housing facilities is subject to the regulations contained in Title 5 of the California Code of Regulations.
- 1.2 RAs will receive in-kind support in the form of a bed space (room style and single/double accommodation subject to building assignment and housing needs) in a residence hall and a meal plan through the campus food services. Meal plans are active only when food services are open and serving contract meals. RAs need to budget use of their meal plans, gold points, or personal cash during opening and close down periods. Meal plan balances are prorated on a weekly basis; early exit from the position could result in owing a balance on the meal plan provided.
- 1.3 It is important to note that while RAs will typically not have a roommate assigned to the other half of the room in the case of a double occupancy room assignment, University Housing reserves the right to assign a roommate to that open space in the event of need or unforeseen emergency.
- 1.4 Please be aware that a total value of \$14,495 (*final value to be determined based on finalized housing/plan rates*) for your 19-20 room and board will be reported to the Financial Aid Office. This value will be taken into consideration when calculating your 19-20 Financial Award Letter and will reduce it accordingly. Please consult with the Financial Aid Office if you have questions about this.
- 1.5 The RA is expected to train prior to the beginning of both the fall and spring semesters for training and hall preparation purposes. The specific schedule will be determined prior to each period. A housing accommodation will be provided during training, but total food service cannot be guaranteed.

Fall Training Dates: August 4-August 19, 2019 Spring Training Dates: January 13-January 17, 2020

- 1.6 **During the weeks when classes are in session, the RA is expected to maintain a position time commitment of an average of twenty (20) hours a week.** This time shall be distributed between a combination of on-duty and on-call time. A reasonable schedule would include a combination of patterns of time including on-duty commitments (i.e. meetings, advising students, etc.) and on-call commitments (being available to residents at varying intervals during the day and night). Licensee

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accepts the foregoing as a reasonable attempt to define a position that is not easily translated into an hourly basis or reduced to specific duties without gross oversimplification of the nature of the primary position. Licensee further recognizes the full opportunity to discuss serious deviations from the above with Residence Life Coordinators and/or the Residence Life Management Team.

- 1.7 **RAs who are appointed to positions in any hall that is designated to be open during holidays, Thanksgiving, Winter and Spring breaks, and University Holidays are required to serve on duty some portion of the break periods**, with time to be equally divided among that hall team. This will include government holidays for some team members.

2. RA Conditions

- 2.1 Appointments to the position of RA and assignment to a particular hall are made for the standard academic year. In all circumstances, the RA is directly responsible to their Residence Life Coordinator and subject to review for continuance. Appointments may be canceled at any time for failure to maintain grade requirements, to successfully complete on-going training requirements, to adequately perform position responsibilities, to support and be in continuous compliance with SJSU/UHS policy, and/or the law, or as a result of being placed on either academic or disciplinary probation by the University. An Assistant Director, Associate Director or Director of Housing may cancel appointments to the RA position at any time for unsatisfactory performance in the position. RAs who demonstrate exceptional performance may seek appointment for another year via the Returner RA Application Process. The RA understands and agrees that assignment to a particular hall is not guaranteed and will accept placement in any location where their skills are most needed. Except for mid-year appointments, the RA must be willing to commit to their responsibilities with UHS for the entire academic year. If a team member leaves their position early, there may be a reduction in their meal plan. They will also be required to move out of their residence hall space within one week from the date of their resignation or release from the RA position.
- 2.2 The RA must be enrolled at SJSU for the period of appointment. Extended studies enrollment does not fulfill this requirement. RAs must carry no less than twelve, but not more than 18 units per semester of undergraduate work, or 6 units of graduate study.
- 2.3 The RA must have completed two semesters of college work before the period of appointment.
- 2.4 The RA must maintain a 2.5 SJSU semester and cumulative G.P.A. during period of appointment. UHS reserves the right to check grades of the RA team through the duration of the RA appointment.
- 2.5 RAs cannot be enrolled in more than 18 classroom hours (including labs) per semester.
- 2.6 RAs must successfully complete any additional first year or on-going training requirements. This may include completing RA development workshops series or other campus leadership experiences. (can remove as it is redundant)
- 2.7 RAs cannot be enrolled in more than one evening class (including labs).
- 2.8 RAs shall not undertake full time student teaching, a full-time internship or graduate assistantship in any department while serving on the UHS team.
- 2.9 Membership in extracurricular activities is allowed. It may be continued provided it does not interfere with the responsibilities to UHS and is limited to no more than 15 hours per week. This can include club and organization involvement or an outside job. Any and all outside commitment must be approved by RAs Residence Life Coordinator.
- 2.10 RAs will serve on duty weeknights and on duty weekends as assigned (as equally as possible with other team members). While on duty, RAs will be: present; approachable; available to residents; required to answer phone calls; respond to incidents/crisis management; and must sleep within their assigned RA space.
- 2.11 RAs will reserve Wednesdays from 7:00 – 10:00 P.M. for student leader meetings and other system wide trainings/events. This is the purpose of receiving "Priority Registration" from UHS/SJSU.
- 2.12 RAs will remain visible in the hall throughout the evening at least three nights a week, in addition to regular Duty nights and desk duty. RAs will remain on campus at least two of every four weekends. RAs will occupy their assigned room on weeknights, specific exceptions are approved by the Residence Life Coordinator.
- 2.13 All RAs will be on duty for the opening and closing of the halls. Academic break travel arrangements may not be made without prior approval of the Residence Life Coordinator. This includes check-in and check-out, orientation and all break periods when the halls close. Meals are not provided during these break periods; RAs are expected to budget use of their Flex 7 Meal Plan, gold points, or use personal funds to cover meals during these periods.

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- 2.14 All RAs must follow and enforce the Student Code of Conduct and residence hall policies. RAs cannot be on disciplinary probation or a more severe disciplinary sanction at the university. The UHS reserves the right to check the student conduct records of the RAs through the duration of appointment. Violating University or residence hall policy may result in removal from the position.
- 2.15 RAs are expected to follow the policies that they enforce. RAs are a role model and representative of SJSU both on campus, off campus and in on-line communities (i.e. Facebook, Instagram, Twitter, etc.). Choices made by RAs affect their ability to be respected and to fulfill their RA responsibilities. A violation of any one of these policies can and will result in removal from the RA position and from housing.
- 2.16 RAs are “mandated reporters” for the University regarding any Title IX concerns that they become aware of at any point.
- 2.17 RAs that are under 21, shall not consume alcohol or illegal drugs at any time and shall not be in the presence of alcohol or illegal drugs.
- 2.18 RAs that are 21 or older, shall not consume alcohol at least 12 hours before any position related obligation begins (duty, weekly meetings, programs, departmental initiatives, etc.). Release from the RA position could be the result of the following behaviors regarding alcohol and drugs: 1) coming into the residence halls under the influence of alcohol and other drugs which attracts attention from other staff and residents, 2) consuming alcohol in front of underage students anywhere or anytime, and 3) being in the presence of illegal drugs anywhere or anytime.
- 2.20 RAs will uphold the UHS expectations outlined in the Residence Life Student Staff Expectation Guides, UHS Policy and SJSU Student Code of Conduct.
- 2.21 RAs will receive a performance evaluation at the end of each semester. Appointment is contingent upon on-going satisfactory performance evaluation by the supervisor. Satisfactory performance evaluation is defined as meeting expectations as defined by the evaluation in all areas of the position description.

3. RA Responsibilities

Responsibilities for the RA positions include three areas: (1) Student Development and Community Building; (2) Training and Development; and (3) Administrative/Operational. The approximate percentage of time for each category is noted.

3.1 Student Development and Community Building (approximately 55% of role)

- 3.1.1 The RA will demonstrate a positive attitude toward UHS at SJSU, and will endeavor to encourage and support the goals and objectives of UHS.
- 3.1.2 The RA will serve as a role model and demonstrate good judgment and ethical behavior both on and off campus. This includes behaving within the law and all policies and procedures established by the University and UHS during the entire period of appointment, including when the halls are closed.
- 3.1.3 The RA will utilize the learning strategies provided by the Residential Curriculum Model as the primary method of engaging in student development and community building. Strategies include but not limited to: workshops; intentional interactions; community meetings; bulletin boards; or other strategies developed.
- 3.1.4 The RA will serve as a resource for students regarding areas of personal and academic concerns, and when necessary, will refer residents for follow up counseling/advising with others as appropriate. RAs must spend time with their residents to get to know them as individuals in order to maximize the student development role.
- 3.1.5 The RA will be expected to further their personal mediation/conflict resolution skills and familiarize themselves with campus resources to facilitate successful roommate mediations in the complex
- 3.1.6 The RA will actively promote the concept of community in the halls and encourage residents to take responsibility for positive and assertive behavior within that community.
- 3.1.7 The RA will purposely promote holistic student and community development through the implementation of the Residential Curriculum programming model, including the development of a Community Living Agreement.

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- 3.1.8 The RA will meet with the residents of each suite/room to facilitate complete and thorough roommate agreements at the beginning of the year and whenever there is turnover in the suite/room.
- 3.1.9 The RA will actively participate in and organize student participation in the Weeks of Welcome programming during the fall semester.
- 3.1.10 The RA will actively participate in, and positively represent, student government in the halls and at the RHA level, and will encourage residents to become active members in their communities.
- 3.1.11 The RA will actively seek out and recruit representative(s) to Hall Government from their living area. This includes, but is not limited to serving as a resource for ideas and guidelines for programs and keeping the representative informed as to current issues or opportunities that may affect residents.
- 3.1.12 The RA will clearly and positively communicate the guidelines that residents must live within, as noted in the Housing License Agreement, Community Standards, student code of conduct, and the Roommate Agreement. When student behavior violates these guidelines, the RA will respond in a manner that the student is encouraged to not only take responsibility for their inappropriate behavior, but also to learn from the experience.
- 3.1.13 The RA will utilize the meal plan to promote community development by having frequent meals with residents of their living area.
- 3.1.14 The RA will change bulletin boards at least once a month and be sure that they are up to date with information.

3.2 Training and Development (approximately 20% of role)

- 3.2.1 The RA will actively participate in a comprehensive training in August prior to the opening of the halls. Due to the nature of the position, no other activities or commitments may be held during this period.
- 3.2.2 The RA will participate in spring training prior to the opening of the halls in January to prepare for the upcoming semester.
- 3.2.3 The RA is required successfully complete any additional first year or on-going training requirements. This may include completing/attending RA development workshops series, in-services/staff meetings; or other campus leadership experiences.
- 3.2.4 Professional development will be conducted on an in-hall basis with possible system-wide meetings scheduled as needed.

3.3 Administrative/Operational (approximately 25%)

- 3.3.1 UHS provides phone service and a phone so that RAs are easily accessible to staff and students. RAs must record a greeting message and check regularly. RAs must make their room phone numbers available to residents
- 3.3.2 The RA will serve on-duty during weeknights in the hall of appointment as assigned (equally with other team members) in and remain in the building/community from 5 p.m. to 8 a.m.
- 3.3.3 The RA will serve on-duty during weekends in the hall of appointment as assigned (as equally as possible with other team members) and will remain in the building/community from 5 p.m. Friday until 5 p.m. Saturday, and/or 5 pm. Saturday until 5 pm. Sunday, except for meal breaks.
- 3.3.4 The RA will support desk coverage when critical coverage is needed to maintain safety/security (these would be compensated hours independent of the RA appointment).
- 3.3.5 The RA will respond to building wide emergency situations whether on duty or not, as needed.
- 3.3.6 The RA will attend regular student leader meetings every Wednesday night, 7:00 P.M. - 10:00 P.M.
- 3.3.7 The RA will assist with maintaining the security of the building by doing regular security checks while on duty.

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- 3.3.8 The RA will be on duty throughout the opening and closing of the halls. This includes resident check-in and check-out, and all academic break periods when the halls close. All RAs will remain in the halls after closing for academic breaks until all administrative tasks are done. In addition to the training requirements in August and January, all RAs will return no later than two (2) hours prior to the opening of the halls for Thanksgiving and spring breaks
- 3.3.9 The RA will participate in mandatory departmental programs and initiatives for UHS as needed (e.g. RA Training, Weeks of Welcome, Homecoming Week, Admitted Spartans Day, etc.)
- 3.3.10 The RA may select or be designated a collateral assignment in the residence hall of assignment (i.e. team development, Hall Government liaison, Spartan Rec liaison, etc).
- 3.3.11 The RA will complete additional administrative duties as assigned.

RA Responsibilities Addendums:

ADDENDUM FOR THOSE ASSIGNED TO ANY HALL THAT IS OPEN DURING ACADEMIC BREAK PERIODS – Joe West, Washburn, Campus Village A, Campus Village B, Campus Village C, Campus Village 2

In addition to the description of responsibilities for all RAs, the following requirements will apply to those assigned to halls that are designated to be open during breaks.

- 1. RAs must be assigned to cover the building during holidays, Thanksgiving, Winter and Spring break periods. This includes university holidays for some team members.

NOTE: Due to the nature of some of these halls, percentages of time spent in each area of responsibility may vary.

ADDENDUM FOR THEME COMMUNITY RESIDENT ADVISORS

- 1. Assist with the marketing aspects of the Themed Community. This includes but is not limited to marketing tools during Theme Community Open Houses and Admitted Spartan Day.
- 2. Inform other RAs and professional staff members on your Themed Community's progress and plans for each semester.
- 3. Collaborate with your Residence Life Coordinator and Faculty In Residence members to connect with on- and off-campus partners pertinent to your theme.
- 4. Develop programmatic initiatives around the theme of your community, connecting the experience of living on-campus to the academic and personal interests of your floor.

I state that I have read the above “Resident Advisor and Theme Community Resident Advisors Term and Conditions 2018 – 2019.” Further, I state that I understand, accept, support, and will adhere to all information contained within this document as they relate to my position as a Resident Advisor.

Signature of Student _____

_____ Date

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