



Resident Assistant Agreement

2019-2020

LARAMIE COUNTY COMMUNITY COLLEGE

Residential Living & Learning

Residential Living and Learning Mission Statement and Values

Residential Living and Learning provides students with an enhanced college experience that supports the academic mission of the college by cultivating an appreciation for diversity and encouraging individuals to develop and flourish in a safe, supportive, learning environment as they find their place at Laramie County Community College.

Position Requirements

As a Resident Assistant, I understand, I will be expected to:

- Maintain a minimum semester GPA of 2.5 and a cumulative GPA of 2.5 throughout employment as a Resident Assistant.
 - Incoming new RAs must have a 2.5 cumulative GPA at the time their employment begins. If the required cumulative GPA is not reached, the employment offer may be rescinded or deferred to a later semester.
 - Should the RA fail to meet GPA and/or credit hour requirements, their supervisor will work with them to develop an academic plan. As the GPA requirement is an eligibility requirement of the RA position, incoming new RAs are not eligible to develop an academic plan or be hired during their first semester.
 - The academic plan for Fall grades will extend through the following Spring semester. The academic plan for Spring grades will extend through the following Fall semester. Because the RA position is an academic year appointment, Summer term grades will not result in RAs being required to make an academic plan.
 - Earning a semester GPA below 2.0 may result in termination or rescinding of RA offer.
- Be enrolled in 12 credits per semester with at least 6 credits in-person at LCCC.
- Not exceed 19 credit hours per semester without prior approval of the Director of Residential Living and Learning.
- Have lived one semester in on-campus housing (preferred, not required).
- Have sophomore status as determined by the LCCC College Catalog.
- Have two semesters at LCCC remaining (fall and spring) before graduation.
- Complete and be expected to pass a criminal background history check.
- Have a positive financial standing (defined as not being delinquent or in default with the Business Office), academic (See GPA requirements), and student conduct status (defined as not being on College Disciplinary Probation) with Laramie County Community College.
- Reside in the room provided.

- Role model a standard of personal conduct commensurate with job responsibilities.
- Abide by all College and Residence Life policies, as well as all local, state and federal laws.
- Prioritize the position as your principal out-of-class activity; any competing employment or activities are at the discretion of the Director of Residential Living and Learning (outside employment requires pre-approval and is limited to 10 hours/week)
- Be available for training sessions each semester, see Major Job Components.
- Sign a housing lease with Residential Living and Learning and pay the deposit.
- RAs should inform supervisors immediately if there are circumstances that affect their eligibility.

Term

I, the undersigned, accept the position of Resident Assistant for the term of the 2019-2020 academic year. Residence Hall RAs agree to fulfill the term from August 7, 2019 to May 17, 2020. See Major Job Components for specific days required to be present.

Major Job Components

Community Development

Be involved and engaged in your community

- RAs should be present within the Eagle Village Community. RAs will be present within staff functions and events. Be present and accessible to residents, spend adequate time on the RA's floor, and regularly interact with the hall/floor community.
- Create an inclusive and welcoming environment for all students.
- Role model positive personal, academic, and job related behaviors.

Events and Personal Development

- Plan, implement, and document regular events in accordance with our Residential Learning Model.
- Keep residents informed of campus, Student Life, and Residential Living & Learning activities by posting flyers and directly communicating with all residents.
- Participate and assist with opening events, enrollment management events, and college programs as requested.
- Participate in staff collateral assignments as determined by the Director of Residential Living & Learning.

Student Leadership

- Support students to be involved in their community, support student leadership and community engagement opportunities as created by the Residential Learning Model.

Academic Enrichment

- Provide academic support and follow up for residents.
- Support campus academic programs and services.
- Inform residents about important academic deadlines and items of interest.

Policy Enforcement

On Call

- Serve on call and perform duty functions as established by the Director of Residential Living and Learning to enforce policies, ensure safety, and serve as a resource to the community.
- RAs will carry the on call phone from 5pm to 8am Monday-Friday, and 24 hours on Weekends and during LCCC closures and breaks.
- RAs must be in the Residence Halls while on call from 8pm-8am. During all other times, RAs can be on campus and within 10 minutes for responding to calls.
- Review, interpret, and uphold all items outlined in the Residence Hall Lease, Residence Hall Handbook, the College Catalog, Student Handbook and the Student Code of Conduct.
- Confront, report, and follow up with appropriate people. It is necessary to report all safety, security, health, and behavioral concerns. Specifically, RAs must report any and all threats or incidents of violence, including but not limited to self-harm, harm to others, and sexual misconduct immediately in person or over the phone to the Director of Residential Living and Learning.
- Serve as a positive role model in all communication, including, in-person, text, calls, internet communication, social networking, and mobile and email communications.
- Adhere to all Federal and State Laws as well as the LCCC policies both on and off campus.
 - Violations of policies will be reported and cases will be adjudicated in accordance with the LCCC student conduct process and applicable outcomes and sanctions shall be assigned independently of any applicable performance management deemed necessary by Human Resources and Residential Living and Learning.
- Be available to work during holiday/break periods when communities are open.
 - All vacation/travel plans should be communicated and approved by the Director of Residential Living and Learning.
 - Thanksgiving and Spring Break coverage will be required and a schedule will be determined by the Director of Residential Living and Learning.
 - Winter Break coverage will be determined within the fall semester on a case by case basis.
- RAs are expected to conduct inspections as directed by their supervisor for Health and Safety. RAs will also assist with fire drills as directed.

Administrative Responsibilities

Access and Keys

- Unauthorized use or misuse of an LCCC ID card, suite, mail, and room keys, master keys, or access systems to the halls is prohibited. Misuse may include, but is not limited to:
 - Leaving master keys or access in unsecured locations.
 - Entry into a suite, room or other area of the halls or LCCC facilities for purposes other than approved staff function.
 - Using a master key or access to obtain access to a suite or room without authorization from the Director of Residential Living and Learning or their designee.
 - Lending, borrowing, or duplicating keys or access cards to anyone other than approved LCCC staff for the purpose of completing staff responsibilities.

Occupancy Verification

- RAs will be responsible for completing accurate and complete check in and checkout paperwork as needed.
- RAs will complete occupancy verification during the course of the semester as assigned by the Director of Residential Living and Learning.

Desk and Customer Service

- RAs will provide service at the desk from 6pm-9pm, 7 days a week. RAs will complete up to 10 hours of schedule work at the desk. RAs will be responsible to work desk hours as determined by a schedule created by the Director of Residential Living and Learning.
- LCCC email and Resident Assistant mailbox should be monitored daily for work-related messages and should have a response within one business day.
- Review, understand, and uphold all items in the Resident Assistant Training and Resource Manual and the Residence Hall Handbook for performing desk function and addressing issues and needs in the community.
- Perform cleaning, emptying of trash cans, wipe down surfaces, or light cleaning as needed.

Financial Management

- RAs are entrusted to understand proper use of financial resources and understand purchasing policies.

Resident Assistant Development & Staff Function

Support Residential Living & Learning

- Demonstrate a positive attitude, enthusiasm, and pride for the RA position.
- In the course of performing duties, RAs have access to and are made privy to sensitive and confidential student information. RAs must maintain the security and confidentiality of the information by not divulging information to any person unless in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Maintain a positive working relationship with supervisor and keep supervisor informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
- Perform all administrative functions the Director of Residential Living and Learning and Administrative Assistant deem necessary such as check-in, check out, suite condition forms, weekly reports, community reports, ect.
- Maintain a positive working relationship with fellow staff members, Residential Living and Learning Staff, and LCCC faculty and staff.
- Tactfully discuss concerns with staff members and supervisor and express ideas in a meaningful way to resolve interpersonal conflicts.
- Assist with student staff selection and recruitment efforts.
- Assist with Residential Living and Learning promotion and sales efforts.
- Consistently demonstrate behavior characterized by integrity. Including, but not limited to, providing accurate and true information on all documentation and communication within Residential Living and Learning and Student Services.

- RAs will not speak to any media/communication outlet as a representative of LCCC or Residential Living and Learning. Media inquiries should be directed to the RA's supervisor or other professional staff member.
- RAs should refrain from actively promoting non-academic organizations to which they may belong, hosting organization meetings, fundraising, or otherwise soliciting to other students while in residential communities or while being viewed in the capacity of a staff member.
- Given the role of the RA as an authority figure within the residential communities, conflicts of interest may arise between an RA and another residential student or LCCC staff member. RAs are expected to report to their supervisor relationships which might constitute a conflict of interest with their RA responsibilities. Examples may include, but are not limited to, siblings, significant others, ect.
- Additional work and commitments that require additional time from the RA should be approved in advance by the Director of Residential Living and Learning. RAs should not work more than 10 hours per week unless otherwise approved by their supervisor.

Staff Function

- Attend training.
 - Training will begin August 7, 2019 and will continue throughout the first day of classes for the Fall semester.
 - Winter training will begin on January 13, 2020 and will continue through the first day of classes in the Spring semester.
 - RAs will assist with opening/closing processes at each break period and the beginning and end of the academic year. RAs will arrive early to the Residence hall and will stay until process is completed.
 - RAs will stay until December 15, 2019 for Fall checkout, and until May 17, 2020 for Spring Checkout.
- Attend Staff meetings
 - RAs should reserve 2 hours a week to attend a staff meeting. Absences should be approved in advance by the Director of Residential Living and Learning.
- Supervisor interaction
 - RAs will attend a regularly scheduled meeting with their supervisor as directed.
 - RAs will communicate, as needed, with the supervisor to maintain effective functions of the community and staff.
- Time Away
 - Time away should be approved in advance by their supervisor. RAs may take up to 6 nights away during a month.

Perform other duties as assigned.

Compensation

As part of employment of being a Resident Assistant, Residential Living and Learning will provide the following compensation:

- A single residence hall room*
- A 19 access meal plan during the academic year

*RAs may be assigned a roommate depending on the needs of Residential Living and Learning

Reappointment

I understand this appointment is only for the 2019-2020 academic year and I must apply for reappointment. Reappointment is not guaranteed as it is contingent on my work performance and Residential Living and Learning needs.

Termination & Resignation

I understand that unsatisfactory performance or conduct, and breach of agreement can lead to performance management as deemed necessary by Human Resources and Residential Living and Learning. If after appointment, I elect not to assume my duties or find I am unable to perform these duties, I will notify my supervisor immediately in writing that I am resigning from my position.

Termination or Resignation prior to the end of this agreement may affect eligibility to be considered for future employment within Residential Living and Learning. Separation from the RA position prior to the end of the agreement, whether due to resignation or termination, will result in the loss of compensation. Departing RAs will be given 72 hours from the end of employment to vacate the RA room and will be responsible for any housing or dining costs incurred thereafter. RA compensation will be prorated based on the last day of employment.

Agreement

I have read and acknowledged the Resident Assistant Agreement. By signing this agreement, I understand all that is expected and required of me as a Resident Assistant. I also understand, I am giving permission to Residential Living and Learning to access my academic and student conduct records and information relevant to my eligibility for employment. I understand that this agreement is subject to the availability of funds and may be canceled if the residence halls, or a part thereof, is closed, or if needs change. I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in corrective action by Human Resources and Residential Living and Learning. This agreement may not fully outline all job responsibilities, additional responsibilities will be communicated to me by the Director of Residential Living and Learning throughout the agreement term.

Signature of Resident Assistant

Date

Signature of Director of Residential Living and Learning

Date