Listed below are the conditions of your employment as a Resident Assistant. Sign below to signify your acceptance of the position.

Terms of Employment:

- The Resident Assistant will be responsible for assisting in the overall management and daily operations of their assigned area. This includes, but is not limited to, being visible, regularly visiting rooms, disseminating information and programming updates to your respective living area, with the purpose of developing a strong, positive environment, conducive for students’ academic and personal success. Resident Assistants are also responsible for initiating health and safety checks of residents in their living areas.

- The Resident Assistant is responsible for facilitating the development of a strong community within a floor or section that is respectful, inclusive and positive. Each Resident Assistant must be a positive role model– creating, facilitating, and maintaining a living and learning atmosphere that is conducive for individual student growth, as well as community development, within the residential unit. Staff will develop a sense of community for their floor(s) and throughout the residence hall through several mediums including but not limited to: Holding floor meetings, spending significant time on their floor(s), playing an active role in leadership development and building mentoring relationships with residents.

- Resident Assistants will recognize that individual performance and appropriate behavior is critical to the successful operation of one’s area and that performance can be reviewed at any time if deemed necessary by the Resident Director. The Department of Residential Life can terminate your service as a Resident Assistant before the end of the appointment end date based on poor performance, academic status or violations of the University’s student code of conduct. Should your performance as a Resident Assistant not meet the expectations set forth in the terms of employment document, that staff member will be subject to consequences ranging from a verbal warning to termination.

- Resident Assistants will be expected to staff their respective Quad Information Center on a rotating basis for approximately 2 – 6 hours per shift. Please note that this includes weekday, weekend and duty responsibilities.

- Resident Assistants will serve as support for the Director on Duty during assigned duty nights. Resident Assistants are expected to enforce University policy and follow up with students at all times.

- Resident Assistants are expected to assist with administrative and operational functions of the living area, including but not limited to, check-in and checkout procedures, continuing student housing sign-up, staff selection, and facilities-related functions in cooperation with residential maintenance personnel. These duties may require additional hours in the Quad Information Center.

- Resident Assistants are required to attend all staff meetings, training sessions, one on one meetings, in-services, workshops, and other departmental events unless their absence is approved in advance by their direct supervisor or the Assistant Director for Residential Life/Quad Coordinator

- Resident Assistants are responsible for attending two Continuing Staff Development (CSD) workshops in the Fall semester and two in the Spring semester of employment for personal and professional growth.

- Resident Assistants must fulfill all programming requirements outlined by the Resident Director assigned to coordinate programming for the Quad.

- Resident Assistants are expected to abide by the policies outlined in the Job Description, Community Rights and Responsibilities, the Terms & Conditions of the University Residence Halls License, and the Student Staff Handbook. Staff must conduct themselves in conformity to University policies at all times. Staff will behave as positive role models for residents both on and off campus. When making personal and work-related decisions, staff will understand that he/she is a representative of the Department of Residential Life in addition to being a student. The Department expects staff members to make decisions that best represent the Department and the University at Albany.

- Staff will follow all outlined policies and procedures at all times. Abuse of authority, privilege and or benefits will not be tolerated.

- Resident Assistants are required to be registered and successfully complete ECPY 301 and ECPY 302 with a minimum grade of a “B-”. A grade of C+ through C- will result in a letter of probation, and a grade of a D+ or lower will result in termination from your position. ECPY 301 is offered as a quarter course during the second half of the spring semester prior to employment and ECPY 302 during the following fall semester. Resident Assistants are hired before registering for either ECPY courses.
Outside Employment and Co-curricular Activities:
- Resident Assistants will agree to treat the RA position as the top priority after academic-related work. RAs will appropriately plan around Departmental expectations such as duty, programming, meetings, etc.
  - Academic commitments are the only priority that may supersede the Resident Assistant responsibilities and expectations. Co-curricular activities, on or off campus jobs, and University-related opportunities that are non-academic are considered secondary in relation to the Resident Assistant role.
- Resident Assistants must understand that employment outside of the Resident Assistant position is limited to an additional 10 hours per week.
- All outside employment must be approved by supervisor prior to committing to an additional job.
- If a Resident Assistant has overcommitted to other responsibilities employment may be subject to termination.

Qualifications:
- Resident Assistants must be a Full-time matriculated student for the duration of their employment.
- Experience working with the Department of Residential Life (i.e.: RA, SA, MA, OL, etc.) is preferred, but not required. **Resident Assistants hired without Residential Life experience must satisfactorily complete an introductory course (ECPY 301 or ECPY 302).**
- Applicants must have a cumulative GPA of 2.5 or better.
- Applicants must be in good disciplinary standing with the University at Albany.
- Understanding and appreciating the environmental factors that impact students living in a multi-cultural community is expected.
- Must be a team player willing to support other Residential Life student and professional staff, to work together to establish a positive atmosphere in the residence hall/area.
- Applicants must have a good work ethic, excellent communication skills, the ability to work as part of a team, and an understanding of the importance of ‘good customer service’. Your success and personal growth in the position is directly related to your attitude and commitment to the position.
- Resident Assistants are not automatically rehired for the following year. Resident Assistants must reapply annually for a position with the Department as the term for appointment is year to year.

Remuneration:
- A room waiver (current value $8,042); some assigned spaces for student staff are singles while others are standard double, this means the Resident Assistant will have a roommate in which they have the option to select if they are hired before the start of the University-wide housing signup process.
- Partial Board (Partial Meal Plan).

I have read the description of the duties, responsibilities, policies, and expectations related to the Resident Assistant position and agree to abide by the stipulations of this document, the student staff handbook, the terms and conditions of the Residence License, and the code of conduct as outlined in Community Rights and Responsibilities. Failure to do so may result in termination of employment. The decision to terminate this agreement will be determined by the Director of Residential Life or designee.

Signature: ___________________________ Date: ____________

Print Name: ___________________________________________