RESIDENT ASSISTANT APPOINTMENT INFORMATION

- The Resident Assistant will be responsible for assisting in the overall management and daily operations of their assigned area. These responsibilities include, but are not limited to, being visible, regularly visiting rooms, and disseminating information and programming updates to your respective living area, with the purpose of developing a positive environment, conducive for students’ academic and personal success.
- Resident Assistants are responsible for initiating health and safety checks of residents in their living areas as needed.
- The Resident Assistant is responsible for facilitating the development of a respectful, inclusive and positive community within a floor or section. Each Resident Assistant must be a positive role model- creating, promoting, and maintaining a living and learning atmosphere conducive to individual student growth. Staff will develop a sense of community for their floor(s) and throughout the residence halls 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 performance can be reviewed at any time if deemed necessary by the Resident Director. As an At-Will employee, the Department of Residential Life can terminate your service as a Resident Assistant before the end of the appointment end date. Should the performance of a Resident Assistant not meet the expectations outlined, that staff member will be subject to consequences ranging from a verbal warning to termination.
- Resident Assistants are expected to abide by the policies outlined in the Student Staff Handbook, Community Rights and Responsibilities, the Terms & Conditions of the University Residence Halls & Apartments License, and the Residential Life Programming Manual. Staff must conduct themselves in conformity to University policies at all times. When making personal and work-related decisions, staff will understand that they are 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, or benefits will not be tolerated.
- 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 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 tasks 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 their Living Area Assistant Director for Residential Life.
- Resident Assistants must fulfill all programming requirements outlined by the Programming Manual Resident Director assigned to coordinate programming for their living area.
- Resident Assistants are required to register and complete both ECPY 301 and ECPY 302 with a minimum grade of a “B-.” A C+ through C- will result in a letter of probation, and 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 before employment and ECPY 302 during the following fall semester.
OUTSIDE EMPLOYMENT AND CO-CURRICULAR ACTIVITIES

- Resident Assistants must 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, other on or off-campus jobs, and University-related opportunities that are non-academic are considered secondary compared to the Resident Assistant role.
- The supervisor must approve all outside employment before the RA commits to another job.
  - Employment outside of the Resident Assistant position is limited to an additional 10-hours per week.
- If a Resident Assistant has overcommitted to other responsibilities employment may be subject to termination.

REMUNERATION

- A room waiver (2018-19 value: $8,782); some assigned spaces for student staff are singles while others are standard double. Resident Assistants in double occupancy rooms may have a roommate, which they have the option to select if hired before the start of the University-wide housing signup process.
- Partial Board (1st year RA's will receive $700 per semester toward their meal plan, all Returning staff will receive $900 per semester toward their meal plan).