



Resident Advisor Agreement

Department of Residence Life Who We Are Statement

We provide holistic communities which foster inclusion and deepen the residential learning experience. Through this transformative experience, all members of our community will engage in self-exploration and gain new perspectives, thereby recognizing their impact on CU and on the greater world around them.

In addition to providing supervision and resident services in our communities, Residence Life promotes the personal growth and development of each resident through intentional programming efforts. In partnership with other units within the Division of Student Affairs and the larger university community, Residence Life has identified the following broad goals: fostering scholarship as a fundamental purpose, creating a vibrant inclusive community, supporting a sense of individual and community integrity and creating opportunities for personal development.

Resident Advisor Overview

The Resident Advisor (RA) leadership position is a live-in role, whereupon, the RA is responsible for fostering and facilitating a positive community among residents, promoting a safe and comfortable living environment, and serving as a departmental and University representative and role model, all while living in an assigned space within our community. RAs serve as valuable campus resources and have many different leadership responsibilities. RAs spend significant time getting to know their residents, building relationships with and among their residents, and serving as a positive peer leader. RAs also must enforce community standards and University policies to maintain inclusive residential communities. Most importantly, RAs work hard to foster communities that are welcoming and conducive to living and learning. RAs are selected for their leadership potential, interpersonal abilities, positive and caring attitudes, and sense of responsibility. This Resident Advisor Agreement serves as an overview of Residence Life's expectations for both new and returning RAs. Additional community specific expectations will be provided by the RA's Hall Director (HD). Returning RAs are selected because of their desire to continue as a positive role model in the residence halls and among their RA team. As such and because of their knowledge about the RA role, returning RAs may have opportunities to serve on departmental committees or initiatives. It is important that returning RAs continue to positively contribute to the RA position.

Resident Advisor Leadership Responsibilities

Training: RAs must report to start training (reporting to training means being physically on campus) between the first and second week of August. The exact dates will be announced by the training committee. Bear Creek has a 12-month consecutive term from May to May. Unless otherwise directed by the University, RA responsibilities cease at the end of spring semester. Residence Hall RAs will be excused from Fall Semester responsibilities during winter break, and must return at the beginning of spring semester, unless otherwise directed by the University. Bear Creek RAs serve a 12-month consecutive term ending in May.

***Bear Creek RAs.** The Bear Creek HD will determine move-in times. Bear Creek RAs must attend the RA training in August and January.

RA Time Commitments: While it is understood that the RA role cannot easily be translated into hours worked per day or week because of the unique nature of the responsibilities, the role requires a genuine personal commitment and a firm understanding of the varying demands of the actual time involved. As such, the RA leadership commitment on average is a 20 hour a week commitment. RAs are students first and RAs must engage in appropriate time management strategies to successfully perform their RA duties. In addition, RAs should familiarize themselves with student employment policies on campus.

Below is a weekly break down of RA duties:

Community Development and Helping Skills- 7 hours weekly

Building Management and Safety- 6 hours weekly

Administration- 7 hours weekly

Total Hours: 20 hours weekly

Community Development and helping skills: RAs will be responsible for building an inclusive community on their floor/building and around their community. Listed below are general community development responsibilities:

Residential Experience (ResX): ResX is an intentional way of promoting learning in college and university residence life and education programs and identifies a specific approach to structuring learning opportunities for students. RAs will be responsible for implementation and assessment of ResX for their assigned community. This includes, but is not limited to, conducting Buff Chats, relationship building with each resident, facilitating activities, and intentional programming efforts. ResX details will be covered during RA training.

Community Council/RHA: RAs will support and work with other Student Leadership Programs such as, Community Councils (CoCo), Residence Hall Association (RHA), and National Residence Hall Honorary (NRHH). RAs are welcome to attend RHA Senate, NRHH General Body, and CoCo meetings throughout the academic year.

Of the Month Nominations (OTMs): In an effort to recognize the contributions of members in our residential communities, RAs are required to submit OTM nominations through the link provided by their Hall Director. Organized by the National Residence Hall Honorary, OTMs are ways to recognize the amazing things going on around campus. OTMs is a premiere recognition tool which comes in the form of essays where the writer nominates a person, group, or program to be considered for campus, regional, or national recognition. The amount of OTMs required, but not limited to, is two per semester. RAs are always encouraged to submit more OTMs than required to recognize their peers, residents, departmental staff members, and programs.

Initiatives/Committees: As returners to a team, 2nd and 3rd year RAs are regarded as mentors for their insight and expertise in departmental initiatives. 2nd and 3rd year team members could be asked to participate in community or department initiatives such as student leadership recruitment, student leadership training, partnership programs with others across campus, and department or community specific committees/teams/collateral assignments as directed.

RAP, LLC, & FIG: Being part of a Residential Academic Program, Living Learning Community, or First Year Experience Theme Community (RAP, LLC or FYE) might mean additional commitments to support those programs. These responsibilities will fall within the RA's 20 hours per week. A partnership between the Hall Director and RAP Director will be necessary for defining the RA's role in the program.

Mediations: At times, students have roommate conflicts or floor disagreements. RAs are expected to help facilitate mediations and work to resolve these conflicts through scheduling and facilitating mediations in a timely fashion with residents, to document these mediations, and to make referrals if necessary, as instructed by Hall Director.

Resource Experts: RAs are one for the first points of contacts for residents. To support residents and resident needs, RAs are expected to identify students' needs and refer residents to appropriate resources and inform the Hall Director as directed.

Welcome Events: RAs are responsible for promoting and participating in welcome events as outlined by their Hall Director.

Building Management and Safety: RAs will be responsible for tasks associated with monitoring building safety and community safety. Listed below are general building management and safety responsibilities:

On-Call: On-call includes, but is not limited to, office hours, community walks – internal and external, lockouts, work orders, RA assigned tasks and incident response, etc. RAs must remain in their building/community while on-call, and must carry and respond to calls during on call times (on average 2 nights a week)

Weekend on-call shifts run 6pm – 10am, Friday through Saturday

Weeknight on-call shifts run 6pm – 8am, Sunday – Thursday

Special Events include, but are not limited to, Homecoming, Halloween, Admitted Student Day, St. Patrick's Day, Martin Luther King Day, Fall Welcome events, and holiday breaks do require additional support. Hall Directors will communicate these dates in advance. Additional support includes, but not limited to, programming efforts, on-call support, and supporting the role RA and functions.

Campus Closure/Emergencies can occur at any time. RAs may be required to serve on call during University wide events such as floods, blizzards, or other emergencies when all Residence Life staff are needed. These instructions will come from the Director of Residence Life or their designee.

Room Checks: RAs are responsible for conducting room checks when preparing for a new resident to move-in and checking rooms after residents have moved out.

Fire, Health and Safety: RAs are expected to conduct inspections each semester as directed by their supervisory staff. Residence Hall RAs are also expected to assist with fire drills as directed.

Administrative: RAs are responsible for various administrative tasks throughout the year. Listed below is a snapshot of items that RAs will be responsible to complete.

Meeting with Hall Director: RAs are required to attend a regularly scheduled 1-on-1 meeting (30 minutes to 1 hour in length) with their hall director.

Community Center: RAs are responsible for working four hours at the community center to support the community center programming model and administrative tasks. These four hours are included in the 20 hour a week responsibilities.

Floor/Bldg. Meetings: RAs are responsible for conducting opening and closing floor/building meetings each semester and others throughout the year as the need arises or as directed by supervisory staff.

Incident Report Writing: RAs are expected to submit well-written, timely incidents reports on issues in their community as described and instructed by Hall Directors.

Inventories: Residence Hall RAs will conduct room inventories prior to move-in, during move-out and throughout the semester for room changes.

Email: RAs are required to use their provided @colorado.edu email as their primary means of electronic communication for work-related emails. RAs are required to check their email every business day unless on approved leave.

Facilities: RAs will report maintenance concerns or assist residents in how to report their concerns in the same day.

Mailbox: Residence Hall RAs need to check their mailbox in the community office daily to ensure they have important information needed for residents living in the halls.

Weekly Meetings with RA Team: All Res Life RA team meetings, last two hours, and occur on Wednesdays between the hours of 6pm and 8pm. RAs are required to attend their weekly team meeting, unless first given permission to be excused from their Hall Director. Class schedules are the only valid reason that will be factored into this regularly scheduled meeting time; however, RAs should contact their

Hall Director to discuss their class schedule well in advance and before any new classes are scheduled during staff meeting time.

Occupancy Checks/Roster Verifications: Assist in verification of resident occupancy each semester under Hall Director direction.

Move-In and Move-Out: RAs are required to work all Residence Life openings/closings of facilities during as scheduled by their Hall Director.

Resident Advisor Training & Development

Training and development are priorities to ensure that RAs are equipped to perform well in this role. Our guiding philosophy is Connect-Grow-Succeed. Meaning we are committed to assisting residents in finding community at CU and providing residents with co-curricular resources to assist residents in their academic achievements. Training is intentionally designed to build upon itself sequentially and missing parts of trainings can affect RAs ability to perform their duties. RAs can expect to go through training in August, January, and May (Summer RAs only), as well as any in-service training that will occur monthly in lieu of weekly RA team meetings. However, should life changing events or reasonable academic exceptions come up, RAs will need to connect with their Hall Director and submit an absence request that will be reviewed and decided upon by the Student Staff Training Committee.

Training: RAs must report to start training (reporting to training means being physically on campus) between the first and second week of August. Exact dates will be announced by the training committee. Bear Creek has a 12-month consecutive term from May to May. Unless otherwise directed by the University, RA responsibilities cease at the end of spring semester. Residence Hall RAs will be excused from Fall Semester responsibilities during winter break, and must return at the beginning of spring semester, unless otherwise directed by the University. Bear Creek RAs serve a 12-month consecutive term ending in May.

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Resident Advisor Requirements and Qualifications

If there are circumstances which may affect an RA's qualifications for appointment (GPA, credit hours, etc.), or their ability to perform RA duties, it is the RA's responsibility to inform their Hall Director immediately. In addition, RAs must be able to work in U.S., complete background checks, and complete necessary paperwork such as I9 forms.

Academic Commitments: Residence Life will make reasonable adjustments in order to support RAs academic commitments. If an RA has internships or classes that may interfere with responsibilities outlined in this document, the RA will need to discuss these with their Hall Director to verify if conflicts can be accommodated. RAs must maintain full time student status to remain in the role. *Please note that Residence Life staff meetings occur every Wednesday from 6:00pm-8:00pm.* All RAs are expected to keep this time available for Residence Life meetings.

GPA: This is a student leader position and demonstrating academic excellence is a departmental value. We expect RAs to maintain a good academic standing with the university during their appointment. Grade checks will be conducted at the conclusion of each academic semester. Should RAs drop below the 2.5 CU cumulative GPA, their Hall Director will work with them to develop an intentional plan so RAs can find success in their student leader role. A cumulative GPA of below 2.5 will result in release from the RA position at the end of the academic year barring any approvals from departmental or university appeals processes.

Office of Student Conduct: This is a student leader position; demonstrating the ability to abide by university regulations and state and federal laws is strictly enforced. RAs must maintain in good conduct standing from their offer date until the end of appointment to remain qualified for the RA position. Violation of a Residence Hall Handbook or Student Conduct Code could result in a change or termination of appointment.

Outside Leadership Commitments: In support of RAs success as students, outside commitments (internships, student organizations, other student leadership positions.) must be approved by the Hall Director. If approved, all outside activities will be limited to 10 hours per week. Additionally, RAs must not participate in activities which might constitute as a time conflict with the RA position. Returning RAs in good standing with the department may seek Hall Director approval to exceed the 10 hours.

Summer: Residence Hall RAs are not required to work during the summer Bear Creek RA appointments are for the academic year plus summer.

Leadership Appointment Status: With any student leadership position within residence life we expect RAs to fulfill expectations of the role. At any point during the leadership appointment where the RA does not meet or fulfill the leadership expectations, the RA will be removed from the leadership position. Additionally, because this is a leadership position, this means that either the RA or Residence Life may end the leadership appointment at any time and for any reason. Reasons why Residence Life may end the appointment for RAs include, but are not limited to disciplinary reasons, instances of low occupancy, reduced staffing needs, etc. Residence Life will try to give advance notice for any concerns as it is our intention to keep RAs in their positions provided, they continue to perform well. All RA action items are addressed through the leadership performance guide.

Period of Appointment: The Residence Hall RA position is generally a 10-month appointment. RAs are appointed to the RA role one year at a time (August to May) and can apply to return the following year. Graduating RAs should inform their Hall Director of their anticipated graduation date at least one month prior to graduation. Graduation during the appointment period is permitted but may impact placement. The Bear Creek RA position is a 12-month appointment.

In exchange of performing and completing RA responsibilities, RAs receive a credit equal to the cost of room and board . If an RA resigns or leaves the position for an extended period of time, the room and board credit will be pro-rated. If Residence Life shifts operations due to extenuating circumstances, RAs may be released from their position and may not receive leave pay or other compensation.

When you accept your RA position, you are agreeing to live in an RA room provided through University Housing. This means that any other active housing application or waitlist spot will be canceled. If you resign your RA position, you are required to find your own housing upon resignation.

Performance Reviews: RAs will be evaluated in the Fall and Spring semesters and on an ongoing basis by their Hall Director. Performance Improvement Plans will be used to improve an identified deficient skill area or behavior. RAs will be required to complete department surveys and peer and Hall Director evaluations by the due dates determined by the department.

International Students: Depending on an international student's status there may be various restrictions on their employment. For more information, please contact the Office of International Student and Scholar Services at x2-8057, or <http://www.colorado.edu/oie/iss>. Please also refer to requirements for International Tax Status and Completion of tax Forms on Employee Services website <http://www.cu.edu/employee-services/international-employee-payroll>.

Residency and Time Away: One method to support community building is presence and availability on the floor. Also, Residence Life encourages RAs to take time away throughout each semester to maintain a positive and healthy balance of duties. To aid in this, Residence Life encourages RAs to take up to four nights away each month (excluding holiday break periods); this will not impact the room and board credit and/or appointment status. This means that, outside of the days when RAs are off campus or on leave, they are expected to live in their assigned unit. We define a night away as an evening in which the RA is not within their assigned building by 3:00am and/or unable to perform their role as an RA. We encourage RAs to work with their Hall Director to identify times away from the community, particularly if it is for an extended period of time.

Background Check: In order to safeguard the residential community, the University will request a background check for all applicants. RA appointments are conditional upon a successful verification. If verification is not

successful, the RA appointment may be rescinded or terminated.

Enrollment: RAs must be a currently enrolled CU student with full-time student status, which is no less than twelve undergraduate units or nine graduate units a semester, in order to apply for and maintain appointments. Additionally, RAs require Hall Director and Assistant Director approval for more than seventeen credit hours.

RAs are required to have an Assistant Director's approval to drop below the class registration requirement. Summer class registration is not required for summer appointment as a RA, but RAs must still be an active/enrolled student at CU. Please note that if an RA is not enrolled during the summer semester, their taxes and compensation will be impacted.

Medical Withdrawal and Grade Change: If an RA seeks to request a medical withdrawal, or grade change, the RA will need to communicate with their Hall Director immediately. A timeline for departmental approval will be worked out with their Hall Director (under the guidance of the Assistant Director) and requires verification from the department/college/registrar.

Remuneration and Housing

In consideration for performing the RA leadership duties, Residence Hall RAs receive a credit equal to room and board charges. RAs can choose between 19 meals a week and \$150 "Munch Money" or 15 meals a week and \$200 "MunchMoney". Bear Creek RAs receive a room accommodation and 80 block meal plan. The semester's room credits for the 2022-2023 academic year are Hall/Suites Style - \$8,662 and Apartment Style \$9,884. If an RA is appointed off-cycle, the amount of the credits will be adjusted based on student staff hire date. Residence Hall summer stipend (May-August) is a separate amount. Please note, the room and board credit may impact the RA's other financial aid. RAs should consult with the University's financial aid office to understand how financial aid may be impacted by the RA position.

Please note that all furniture must remain in the assigned space and cannot be removed.

I have reviewed the above agreement regarding my appointment as a member of the Department of Residence Life. I acknowledge that failure to fulfill these responsibilities or adhere to any of these provisions may result in disciplinary action, including but not limited to termination of the appointment. I understand that the provisions in this agreement are subject to change. By signing this statement, I will work to uphold these expectations.

RA Name

Date

Signature

Residence Life Representative

Date

Residence Life Representative Signature

*Please note that there may be adjustments to this Agreement should operational updates occur due to extenuating circumstances.