

WVU Tech Resident Assistant Position Agreement 2023-2024



The Resident Assistant is a vital paraprofessional staff member within Student Life at WVU Tech appointed for one academic year. Resident Assistants serve as the primary resource for building community, helping students grow personally and academically, and helping students connect with one another and the University. Resident Assistants report directly to Resident Directors (RDs) or Assistant Resident Directors (ARDs).

Requirements

- Enrolled as a full-time student at WVU Tech for at least one full semester; maintain full time status (12 credits) while an RA
- Minimum semester and cumulative GPA of 2.5
- RAs must seek approval from Associate Dean of Students to hold an executive position in Student Government Association
- Outside employment must be approved by a supervisor and limited to no more than 10 hours per week

Benefits

The remuneration for this position will be a waiver given for WVU Tech room charge and meal plan charge

Duties and Responsibilities

- The RA appointment is for a full academic year. Dates of required campus work are as follows:
 - **Fall 2023**
 - Aug. 7, 2023 (8am) through Nov. 18, 2023 (3pm)
 - Nov. 26, 2023 (2pm) through Dec. 16, 2023 (3pm)
 - **Spring 2024**
 - Jan. 4, 2024 (9am) through March 9, 2024 (3pm)
 - March 17, 2024 (2pm) through May 4, 2024 (3pm)
- Attend and actively participate in Fall Training/Move-In/Orientation (**Aug. 7 – 15, 2023**) and Winter Training/Move-In (**Jan. 4 – 7, 2024**)
- Attend and actively participate in weekly staff meetings and trainings to be held every **Tuesday, 9-10pm** during the 2023-2024 academic year.

Community Development

- Develop, implement, and promote a community development and programming plan to meet the learning outcomes and requirements of Residence Life.
- Identify and work with disengaged residents, communicating these student concerns to a supervisor
- Engage with campus partners to encourage resident attendance at campus events while also promoting events
- Act as a resource to students and know proper referrals and referral procedures

Student Growth and Development

- Promote healthy academic behaviors while creating an atmosphere that promotes academic growth
- Become acquainted with residents to see to their emotional, physical, academic, and social needs, and facilitate resolution to interpersonal conflicts among residents.
- Serve as a role model to all students by abiding by and enforcing all University policies and procedures
- Educate residents about policies and work to prevent policy violations
- Document all incidents and concerns through University IR or Care systems

Inclusiveness Excellence

- Develop an understanding of inclusion, diversity, and social justice
- Foster an inclusive community, respectful of multiple identities
- Work to create community development and program plans that educate residents about inclusion, diversity, and social justice

Facilities and Safety

- Implement fire, accident, security, and emergency procedures to ensure the safety, welfare and health of the residents.
- Submit work orders as needed, notify your supervisor of facilities concerns, and educate residents about how to submit a work order

- Ensure safety procedures are being followed, building access is secure, and report safety concerns immediately to a supervisor

Administrative

- Assume on-duty coverage responsibilities for the hall or designated area on a rotating basis with other Residence Life staff members.
- Complete administrative work in a timely manner. Administrative duties include, but are not limited to: holding floor meetings, attending meetings, completing duty rounds, distributing and collecting information, submitting maintenance requests, writing incident reports/CARE reports, and posting flyers.
- Check RA mailbox, RA texting platform, and email daily. RA must provide a cell phone number to RD/ARD.
- Assist in the check-in and check-out process at the beginning and end of each academic session, throughout the school year, and during holiday and break periods.
- Participate in yearly Residence Life functions such as the staff selection and housing selection processes.
- Responsible for following policies and procedures outlined in the RA Manual, Residence Life website, & Student Handbook.
- Responsible for all assigned keys. Loss of keys can result in payment to change locks and can affect your employment status depending on the circumstances and the keys that are missing. It is critical that missing keys be reported immediately to your supervisor.
- Represent Residence Life by promoting good communication between all segments of the University community. Evaluate, critique, and offer constructive feedback about current University and department policies, regulations, and procedures.
- Performs all other reasonable requests by supervisor, Director of Residence Life, Dean or other professionals.

Role Modeling

As a residence hall staff, we function as educators. One of the most effective ways of educating others is through role modeling appropriate behaviors. Examples of behaviors expected of a Resident Assistant include: setting a positive example; conducting yourself in an honest and professional manner at all times; showing respect for persons of all backgrounds, ethnicity, races, lifestyles, interests, and abilities; confronting colleagues who display inappropriate actions or do not show respect for others; and actively supporting, interpreting, enforcing, and abiding by all University policies and procedures as described in the Bear Facts Handbook and any other official publications made available to you or to the student body in general.

Be aware of yourself as a role model should you decide to, and are legally allowed to, consume alcohol off campus. Do not provide alcohol to any staff or student under the age of 21. As a role model, you should be aware of personal attitudes regarding alcohol use as demonstrated by your own speech and behavior. Do not encourage, through job function or personal action, alcohol related events involving residents.

Academic Standing

Resident Assistant must be full time students and must maintain a minimum 2.50 semester and cumulative grade point average. A RA will be placed on probation if the semester or cumulative GPA falls below 2.50 at any time. A RA should not be on academic probation with Campus Life for more than two consecutive semesters.

Placement

Resident Assistants are hired to be a Resident Assistant and serve in the location on campus we deem most suitable for our students and for the housing situation on campus. Although unusual, this also means that we may relocate you during the academic year depending on the circumstances and per our discretion. We will always discuss this with you prior to making any final decisions.

RA Job Agreement

RA positions are not automatically renewed. An evaluation process and application process for future employment is required. Failure to fulfill duties, responsibilities, and expectations as outlined may be grounds for termination. Inappropriate role-modeling, given the context above, may be cause for probation or immediate termination of the RA position.

If a RA terminates his/her employment or is terminated, he/she is subject to the policies identified in the housing contract concerning refunds, forfeitures, and repayments. A RA's room assignment and room and board waivers end when the RA is no longer an RA. RA housing must be vacated; a new assignment will be made at the discretion of Residence Life.

RA Signature and Date

Residence Life Signature and Date

RA Name

Residence Life Name