

## **EMPLOYMENT PERIOD**

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Fall 2019 - Spring 2020

## **ASSIGNMENT**

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The Department of Housing and Residential will assign a room/apartment to the RA based on the area of employment. The Department of Housing and Residential Life staff may change a student staff member's assignment to another floor, residential college or University Village at any time throughout employment. RAs living in Mahoney, Pearson, Eaton or University Village will share their semi-suite with two other students or a Palm (2:2) apartment with one other student. Suite/apartment mates may be requested via the housing application, which must be completed in February. Otherwise Housing Assignments staff will randomly assign a student(s) to the shared suite/apartment. Requested suite/apartment-mates must also complete a housing application by the deadline in order to be considered/eligible for this process.

*Please note: While all requests will be reviewed they are not guaranteed.*

## **QUALIFICATIONS**

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*The following must be accepted in order to be eligible for the Resident Assistant position.*

- **Course Load:** RAs must maintain full-time undergraduate status at the University of Miami for the entire year, upholding a minimum of 12 credits each semester with no more than 18 credits. Exceptions for course loads over 18 credit hours or under 12 credit hours must have prior approval from the Director of Residential Life.
- **Duration:** RAs must be available for and commit to the entire employment period as listed above.
- **Grade Point Average:** RAs must hold a minimum cumulative GPA of 2.75 at time of application and duration of appointment. An RA's appointment will be terminated if the cumulative GPA falls below a 2.75, two consecutive semesters with a GPA below 2.75, or semester GPA is below 2.75 three times throughout the tenure of RAs appointment(s).
- **Student Status:** At the start of their contract, RAs must be University undergraduate students enrolled in degree granting programs. RAs must have been a UM student and completed two semesters on UM's campus prior to their contract start date (excluding summer sessions).
- **University Standing:** RAs may not be on strict disciplinary probation or final disciplinary probation at time of appointment or any point during employment.
- **University Village Eligibility:** RAs must have a minimum of 60 academic credits at the time their contract begins in order to be eligible to live in University Village.

## **TERMS OF EMPLOYMENT**

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*The following terms must be accepted in order to serve in the Resident Assistant position.*

- **Commitment to Community:** RAs must role model and adhere to all University regulations and policies. Failure to abide by University policies or present oneself as a positive role model is grounds for job action and may result in job termination. For details, see the Staff Discipline Model.
- **Desk Hours:** Each RA will work equivalent to four hours each week at the desk and complete tasks as provided by the Office Supervisor and/or Area Director. Additional hours may be required during break periods as well as closing and opening and other peak times in the year.

- **Duty:** Each RA is required to provide on-duty coverage for their building/area. A schedule will be selected within individual staffs, but duty is assigned from 8 pm to 8 am, Sunday through Friday, and 24 hours on Saturdays, Sundays, and when the University is closed.
  - **Tours:** RAs are required to perform duty tours as communicated by their supervisors.
  - **Holidays and University Recess:** RAs provide day and evening duty coverage for all Holidays and University recess (i.e. Labor Day, Fall Break, MLK Jr. Day, Thanksgiving, & Spring Recess.)
- **Evening Classes:** An evening class is defined as ending beyond 6:15 pm. RAs are allowed to enroll in evening classes with the exception of Tuesdays. Prior to enrolling in any evening classes, RAs are expected to consult with their supervisor and obtain approval. Registration for Tuesday night classes is prohibited as that time is reserved for weekly Housing and Residential Life staff meetings.
- **Availability:** RAs are expected to be available and visible on their floors evenings and weekends.
- **Meetings:** RAs are required to attend weekly staff meetings on Tuesday evenings, one on one supervision meetings, and other programming meetings as outlined by your supervisor.
- **Nights Away:** Resident Assistants are permitted ten (10) nights away each semester. Being absent from the assigned residential area beyond 3:00 am is considered a night away request. All requests must be made in writing (email or approval form) to the Area Director with advance notification. Nights away will not be granted during opening, reading days, or final exam periods.
- **Outside Commitments and Employment** Participation in leadership positions and work experiences are an important part of one's educational experience. However, to ensure successful work performance and support RA availability, accessibility, and visibility, extra activities beyond the RA positions may not be excessive in time required outside of the assigned area and must not come in conflict with the position.
  - **Prohibited Positions:** Participation in any of the following campus activities is prohibited for the entire duration of your time being employed as an RA as the time conflicts with the position requirements: Student Government President, NCAA Athletics, UBand, and Orientation Staff.
  - **First Year RAs:** RAs in their first year may not work outside of the Department (exceptions can only be made with the approval from the Director of Residential Life). Participation in internships for academic credit and other practicum experiences must receive written approval from their supervisor.
  - **Returning RAs:** Returning RAs must receive written approval from the s if they would like to hold other employment, internships, practica, research, or other comparable positions outside the Department.
- **Training & Other Required Times:** All RAs are expected to attend and participate in all trainings coordinated by the Department of Housing & Residential Life. RAs are also expected to successfully complete any online or independent trainings that are assigned. RAs are expected to be on campus and present in their areas during opening, closing, and all other events listed in the Commitment Calendar. The Commitment Calendar is not an exhaustive list. RAs are expected to be present at meetings, programs, and other events as directed by their supervisor. This may include evenings, weekends, and holidays. RAs may also be required to work during hurricanes and other emergencies to be determined by the Director of Residential Life.

**RESIDENT ASSISTANT JOB DESCRIPTION | 2019-2020**

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The Resident Assistant (RA) is a paraprofessional staff member who lives on a floor in a residential college or in a building in University Village with undergraduate students. Each Resident Assistant will be responsive to the goals and objectives of the Department of Housing and Residential Life. Our primary focus is the development of an environment conducive to the educational and personal growth of students living in the University Village and the Residential Colleges. The following is a summary of the significant expectations and responsibilities for which Resident Assistants will be held accountable. Specific expectations will also be addressed by each Area Director.

**Expectations**

1. Assist students in their general orientation to campus and provide information.
2. Participate in Residential College or University Village duty on a regular basis.
3. Work 4 hours at the front desk of your assigned area each week.
4. Assist in opening and closing of residential areas at vacation periods and at the beginning and end of each semester.
5. Develop and maintain a supportive working relationship with residential life /central office staff members, Area Directors, Residential Faculty, other Resident Assistants, Desk Assistants, and HRL Safety & Security staff.
6. Role model and adhere to University and departmental policies and procedures.
7. Significant extra-curricular involvement and outside employment must be discussed and approved by your Area Director prior to your commitment.
8. Complete other duties as assigned by the Area Director which relate to the role of the Resident Assistant.

**Academic Responsibility**

1. Maintain the minimum cumulative GPA of 2.75 at time of application and throughout appointment – pursue and engage in one’s learning.
2. Encourage residents in meeting their academic goals.
3. Create and foster an environment that is conducive to studying and academic success.

**Interpersonal Development**

1. Know and assist students by maintaining visibility and availability, particularly in the evening hours.
2. Advise students who express personal, social, and academic concerns.
3. Refer students to appropriate departments/colleges for assistance.
4. Be a role model for all students, on and off campus.
5. Encourage students to act with reason, responsibility and maturity on the part of all students.
6. Recognize, celebrate, and create awareness around the cultures and diversity of our residents.

**Community and Program Development**

1. Integrate the ongoing academic, cultural, and social life of the University within the residential colleges and University Village by providing opportunities to include residents.
2. Pursue opportunities to engage University faculty and staff in programming activities.
3. Support and encourage student involvement in the program planning.
4. Work with the Area Director and Residential Faculty to understand appropriate programming expectations.
5. Keep students informed about the University through floor, unit, or apartment meetings, posters, and flyers, and other venues as appropriate.

**Enforcement of University Policies**

1. Understand and enforce University and Departmental policies.
2. Confront and appropriately document students who violate policies.
3. Refer students to appropriate personnel for follow up.

**Environmental/Safety Development**

1. Educate students about safety.
2. Report emergencies or illnesses to appropriate personnel.
3. Facilitate emergency and crisis management procedures.
4. Complete Health and Safety Inspections as directed from the Area Director.
5. Discuss with students the need for neatness and cleanliness on the floor (e.g. the hallways, lounge, bathrooms, etc.) and building (e.g. elevators and/or stairwells).
6. Encourage students to act responsibly in the care of their environment.

**Professional Responsibility & Confidentiality**

1. Respect and maintain privacy of residents by only sharing their personal information with appropriate personnel.
2. Strive to establish a helping and supportive relationship with residents.
3. Be aware of your actions and lifestyle to ensure it complies with the expectations of being a leader and role model of the Department and University.
4. Report issues of concern in a timely manner to appropriate personnel.

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