

I, _____, hereby accept the position of Resident Assistant for the 2020-2021 academic year. I agree to fulfill the duties of the position as defined by Residence Life & Dining Services and this agreement. The agreement term is August 9, 2020 to December 19, 2020 for the Fall Semester, and January 12, 2021 to May 15, 2021 for the Spring Semester.

Position Requirements

As a Resident Assistant, I understand, I will be expected to:

- Maintain a minimum semester GPA of 2.5 **and** a cumulative GPA of 2.5 throughout employment as a Resident Assistant.
 - Incoming new RAs must have a 2.5 cumulative GPA at the time their employment begins. If the required cumulative GPA is not reached, the employment offer may be rescinded or deferred to a later semester.
 - Failure to meet GPA and/or credit hour requirements will result in RAs being placed on probation for one semester. Failure to meet the requirements after probation may result in termination. As the GPA requirement is an eligibility requirement of the RA position, incoming new RAs are not eligible to be placed on probation during their first semester.
 - The probationary period for Fall grades will extend through the following Spring semester. The period for Spring grades will extend through the following Fall semester. Because the RA position is an academic year appointment, Summer term grades will not result in RAs being placed on probation.
 - Earning a semester GPA below 2.0 will result in termination or rescinding of RA offer.
- Be enrolled as a full-time student in a minimum of 12 credit hours. Credit hours may be a combination of hours from Casper College, the University of Wyoming at Casper, and other institutions formally affiliated with Casper College.
- Not exceed 18 credit hours per semester without prior approval of Area Coordinator.
- First-semester freshmen and students under the age of 18 are not eligible to serve as RAs.
- Complete and be expected to pass a criminal background history check.
- Have a positive financial, academic, and student conduct status with Casper College.
- Be available for weekly RA staff meetings.
- Be available for training sessions each semester (see *Major Job Components*).
- Complete a housing application and have an active security deposit on file.

Major Job Components

Community Development

- Participate, be engaged and visible.
 - Be prepared, engaged, and present within staff functions and the community.
 - All RAs are required to have "nights away" approved by the Area Coordinator. A night away is defined as not being back in the residence hall by 2 am. A maximum of five nights away a month are permitted, and must be approved at least 48 hours in advance. All scheduled shifts must be covered.
 - Nights away cannot be taken on the following days:

- Fall Training, Move-In, and Welcome Events—August 9, 2020 to August 24, 2020
 - Winter Training and Move-In—January 12, 2021 to January 18, 2021
- Fulfill all aspects outlined in the *Community Development Model*.
 - Be available and accessible to residents, spend adequate time in the community, and regularly interact with the hall/floor community.
 - Create an inclusive and welcoming environment for all students.
 - Plan, implement, and document regular programming in accordance with the *Community Development Model*.
 - Keep residents informed of campus and hall activities by posting flyers and directly communicating with all residents.
 - Participate and assist with Student Life, Athletics, and other events as designated by supervisor.
 - Perform and report academic follow-up with residents.
 - Role model positive personal, academic, and job-related behaviors.
 - Demonstrate a positive attitude, enthusiasm, and pride for the RA position.
- Perform other duties as assigned.

Staff Function & Supervisor Interaction

- Support Student Life and staff team.
 - Maintain a positive working relationship with supervisors and keep supervisors informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
 - Perform all administrative functions that the Area Coordinator deems necessary such as check-in/check-out, check-in sheets, weekly reports, etc.
 - Maintain a positive working relationship with fellow staff members, other Student Life staff, and Casper College faculty and staff.
 - Tactfully discuss concerns with staff members and supervisor and express ideas in a meaningful way to resolve interpersonal conflicts.
 - Assist with student staff selection and recruitment efforts.
 - Consistently demonstrate behavior characterized by integrity; this includes, but is not limited to, providing accurate and true information on all documentation and communication.
- Not to exceed more than a total of 10 hours of non-academic activities unless approved by the Area Coordinator.
 - All non-academic activities (including additional employment and clubs/orgs) must be pre-approved by the Area Coordinator.
 - If job performance suffers due to non-academic involvement, Area Coordinator can require limitations to involvement.
 - Some academic programs/scholarships require “out of class/after-hours” time. These commitments need to be discussed in advance with the Area Coordinator.
- Perform other duties as assigned.

Administration & Desk

- Attend training.
- Staff the front desk (open 8:00 am to 10:00 pm weekdays). The Area Coordinator will work with RAs to equally divide front desk shifts among the staff to provide adequate coverage and service for residents.
- Be available to work during holiday/break periods when communities are open.
 - All vacation/travel plans must be approved in advance by the Area Coordinator.
 - Thanksgiving/Spring Break: Duty coverage expected
 - Winter Break: All RAs are required to stay until all closing responsibilities are complete and excused by the Area Coordinator. RAs can expect responsibilities to be complete by no later than the evening of Saturday, December 19.

- Spring Closing: All RAs are required to stay until all closing responsibilities are complete and excused by the Area Coordinator. RAs can expect responsibilities to be complete by no later than noon of Saturday, May 15.
- Assist with all administrative, facility and operation tasks within the building as designated by the Area Coordinator.
 - Including but not limited to: check-ins, check-outs, paperwork, health and safety inspections, academic check-ins, etc. that are required at throughout the year.
- Monitor Casper College email account and RA mailbox daily for work-related messages, and respond within one business day.
- Communicate professionally and appropriately with all residents, prospective residents, and CC staff/faculty as a representative of the College.
- In the course of performing their duties, RAs have access to and are made privy to sensitive and confidential student information. RAs must maintain the security and confidentiality of this information by not divulging information to any person unless in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Perform other duties as assigned.

Policy Enforcement

- Serve on call and perform duty functions as established by the Area Coordinator to enforce policies, ensure safety, and serve as a resource to the community.
 - RAs will hold the duty phone from 7 p.m. to 7 a.m. Monday-Friday, and 24 hours on weekends and during College closures and breaks.
 - RAs must be "in community" while on call during 7 a.m. – 7 p.m. On weekends, outside of these hours, RAs must remain within 15 minutes of campus while on call.
- Review, understand, and uphold all items outlined in the *Residence Hall Terms & Conditions* and the *Casper College Student Handbook* for addressing situations, which includes confronting, reporting, and following up with appropriate people. It is necessary to report all safety, security, health and behavioral concerns. Specifically, RAs must report any and all threats or incidents of violence (including self-harm) or sexual misconduct immediately and in-person or by phone to their supervisor or the pro phone.
- Serve as a positive role model through all internet activity and computer-related communications including, but not limited to, instant messaging, online journals, texting, social networking sites, mobile applications, and email communications.
- Adhere to all Federal and State Laws as well as College policies (as outlined in the *Residence Hall Terms & Conditions* and the *Casper College Student Handbook*) whether on or off campus.
 - RAs will be held responsible for violations of the *Residence Hall Terms & Conditions* and the *Casper College Student Handbook*. Cases will be adjudicated in accordance with the College's conduct process, and applicable outcomes and sanctions shall be assigned independently of any applicable job action, which may include termination of employment.
 - Alcohol/Drug Related Examples
 - If under the legal drinking age, RAs will not consume alcohol.
 - If over the legal drinking age, RAs may not consume alcohol on Casper College property (as Casper College is a dry campus). Of-age RAs are not allowed to be severely or publicly intoxicated, whether on- or off-campus.
 - If over the legal drinking age, alcohol must not be consumed on the same day as any RA-related duty (on-call shift, desk shift, program, etc.), until the duty is fully complete.
 - RAs will not possess/use illegal drugs.
 - Safety and Security Examples
 - Be present for all duty and desk shifts.
 - Be fiscally responsible with funding and resources provide by the College.

- RAs will not provide transportation to any residents.
- RAs will not take personal property of residents or items/supplies purchased by the College. This includes but is not limited to: abandoned property, items in the lost and found, and program supplies.
- RAs will not speak to any media/communication outlet as a representative of the College or Student Life. Media inquiries should be directed to one's supervisor or Casper College Public Relations.
- Unauthorized use or misuse of a key fob, regular or master keys, or other access systems to the residence halls and/or apartments is prohibited. Examples of unauthorized use includes:
 - Leaving master keys or other forms of access in unsecured locations
 - Entry into a room, apartment, or other areas of a facility for purposes other than legitimate staff business
 - Using a master key or regular key to obtain access to a room or apartment without prior authorization from Area Coordinator or other professional staff member
 - Lending, borrowing, or duplicating of College keys or access fobs to anyone other than another staff person or emergency personnel for the purposes of carrying out staff responsibilities
- Conflict of Interest
 - A conflict of interest occurs when any employee of the College is in a position to affect significantly the business transactions or relationships of the College with an organization in which the employee has an interest. College employees have a duty to disclose any such conflict or any set of circumstances which may give the appearance of conflict of interest.
 - Given the role of the RA as an authority figure within the residential communities, conflicts of interest may arise between an RA and another residential student or CC staff member. RAs are expected to report to their supervisor relationships which might constitute a conflict of interest with their RA duties. Examples may include, but are not limited to, siblings, significant others, etc.
 - Remedies for relationships that pose a conflict of interest may include (but not limited to): re-assigning of one or both parties to different rooms, changing of work schedules, setting expectations for interaction, etc.
 - Conflicts of interest may constitute a breach of the employment contract and, if not properly disclosed and eliminated or managed in accordance with CC policies, will result in appropriate sanctions, including the termination of employment, if warranted.
- Perform other duties as assigned.

Compensation

As a part of the employment of being a Resident Assistant Casper College will provide the following compensation:

- Single residence hall room
- Block #1 meal plan (285 meals plus \$100 Flex Dollars) or Block #2 meal plan (200 meals plus \$150 Flex Dollars)
 - This is a block of meals that can be used in any fashion throughout the semester. Meals do not expire at the end of the week.

Reappointment

I understand this appointment is only for the 2020-2021 academic year and I must apply for reappointment. Reappointment is not guaranteed as it is contingent on my work performance.

Termination & Resignation

I understand that unsatisfactory performance or breach of agreement can lead to termination of my position. If, after appointment, I elect not to assume my duties or find I am unable to perform said duties, I must notify my supervisor immediately in writing that I am resigning from my position.

- Termination or resignation from the RA position may affect eligibility to continue or assume further employment within Student Life.
- Separation from the RA position prior to the end of the contract year, whether due to resignation or termination, will result in the loss of compensation. Departing RAs will be expected to vacate their RA room/apartment, and will be responsible for any housing or dining costs incurred thereafter.
- Prohibited Conduct: Examples of behavior which will likely result in termination includes, but is not limited to:
 - Instances in which RAs knowingly depart from established incident response protocols
 - Behavior that is not characterized by integrity
 - Activities that threaten the life or safety of the community
 - Violation of state, local, or federal laws
 - Use of alcohol by staff members under the age of 21
 - Use of alcohol, regardless of age, while on campus or while being viewed in the capacity of a staff member
 - Use of illegal drugs
 - Severe and/or public intoxication
 - Receiving a DUI citation and/or arrest
 - Misuse or unauthorized use of any access system
 - Misuse or unauthorized use of College procurement systems, College property, or other State resources

Agreement

I have read and acknowledge the Resident Assistant Agreement. By signing this agreement, I understand all that is expected and required of me as a Resident Assistant. I understand that this agreement is subject to the availability of funds and may be canceled if the residence hall(s), or a part thereof, is closed, or if College needs change. I understand that as a student employee of Casper College I am at-will and this is an at-will position. I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in corrective action or termination. This Resident Assistant Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated to me by my supervisor throughout the agreement term.

Signature of Resident Assistant

Date _____

Print Name of Resident Assistant

Signature of Area Coordinator

Date _____