In accepting the position of Resident Assistant (RA), you are aware Housing and Residential Programs has expectations that accompany the position. It is essential that you read and understand the terms of this agreement prior to signing. This agreement is for one full academic year including break periods.

Terms and Conditions of the Work Agreement:
The employment responsibilities are required of all resident assistants to fulfill the compensation package provided. Resident Assistants, who are unable to complete the work requirements, training requirements or request extended time away from campus, will be required to submit a Leave Request Form, at least three days in advance, to their supervisor for approval.

- The term of appointment as a Resident Assistant (RA) shall be **Wednesday, August 12, 2015 through Monday, May 09, 2016**.
- All student employees must complete Act 34, Act 114, and Act 151 background checks prior to the start of their work agreement. These must be done through the office of Human Resources at Millersville University.
- Resident Assistants are obligated to pay a housing deposit and honor a one-year housing contract. Should a Resident Assistant leave the Resident Assistant position for personal reasons or for termination, the terms and conditions of the student’s housing agreement will immediately apply and go into effect.
- Resident Assistants are expected to enforce and follow all federal and state laws and all University and departmental policies as outlined by the Student Handbook, Living on Campus handbook, Housing agreement, and their Resident Assistant Work Agreement. A Resident Assistant who is alleged to be in violation of the Work Agreement will be referred to the Department of Housing and Residential Programs. **If found responsible for violating any federal and/or state laws and/or any University and departmental policies, the Resident Assistant may be immediately terminated from the Resident Assistant position.**
- RAs are expected to maintain professional relationships and boundaries with all student staff members and residents within their assigned hall. Should the nature of the professional relationship and/or boundaries among colleagues change, immediate communication must be initiated with their respective supervisor.
- Housing and Residential Programs reserves the right to make and change room and hall assignments. Resident Assistants may have roommate(s) assigned to them as needed. Appropriate compensation will be made if Resident Assistants are assigned a roommate due to overbooking.
- RAs are expected to have appropriate messages/information on all systems/accounts that students could access. RA information on systems, accounts, and online communities should adhere to the Resident Assistant Work Agreement and not violate the Student Code of Conduct.
- Resident Assistants are expected to read and understand the RA Expectations and Responsibilities. Additional duties may be assigned at the discretion of the respective supervisor.
- Resident Assistants need to attend the following sessions/programs:
  - Resident Assistant Training **August (8/12-8/22, 2015) and January (1/14-1/18, 2016)**
  - New Student Orientation Opening Ceremony
  - Open Houses (9/26, 10/10, spring dates TBD)
  - RA Selection activities (info sessions and interview weekend), committee meetings.
  - Staff Development Sessions – 3 each semester in place of your weekly staff meeting
  - Admitted Student Expo Day in April
  - All mandatory meetings/programs assigned by a professional member of the Department of Housing and Residential Programs.
- Reappointment to the RA position will be contingent upon above-average performance as determined by a semesterly evaluation and accompanied feedback form their supervisor.
Administrative Responsibilities & Job Functions

- Resident Assistants are required to participate in weekly staff meetings on Wednesday at 9:15 p.m.
- Resident Assistants are required to set up voice mailbox and activate their university email account during their first week of employment. It is expected that all RAs check their voice mail and university email account at least once a day.
- Resident Assistants will be issued a hall office key; loss/misuse may result in termination from the position.
- Each Resident Assistant is responsible for building community on their floor and in the building as a whole. This includes promoting an atmosphere of appreciation of diversity and inclusion of all residents.
- RAs are required to implement programs to meet the department’s requirements and developmental needs of the residents in their residence hall.
- Resident Assistants may need to drive a University owned vehicle in order to meet their programming requirements. Training will be provided and the RA will be compensated extra during the time that they are driving a University owned vehicle.
- Resident Assistants will be assigned to a committee on which to participate throughout the academic year; attendance is required at all meetings.
- Resident Assistants may be asked to assist with other duties as assigned that are relevant to the Resident Assistant Position and/or the department of Housing and Residential Programs.

Duty Responsibilities & Availability

- Resident Assistants are responsible for operating the hall office from 5:00 p.m. – 10:00 p.m. when the Resident Assistant is on duty. Furthermore, the RA is expected to be in their room from 10:00 p.m. to 7:00 a.m. on the nights they are on duty.
- Resident Assistants are expected to be readily available in the hall, both when on duty and other times when not on duty; RAs are expected to spend nights in their building unless requesting time off.
- During emergencies, including weather-related events, RAs are expected to share in building coverage and assist residents as needed.
- In the event of an emergency, such as a fire watch/loss of power, staff may be asked to conduct additional rounds for the safety of the residents in that building.
- Resident Assistants are responsible for assisting in the opening of the residence halls in August and after any hall closure. The supervisor will determine the number of staff members needed to open the building.
- Resident Assistants are responsible for the closing of and securing of the residence halls during University closures as necessary. Resident Assistants are expected to remain in the halls/area until all the residents have vacated the building(s). Resident Assistants will be required to work and be on duty during break periods (fall, Thanksgiving, winter and spring breaks). Break housing staffing needs will be determined at the beginning of each semester. Resident Assistants working over breaks will receive additional compensation. The last working day of the fall semester is Monday, December 14, 2015. The last working day of the academic year is Monday, May 09, 2016.

Academic Expectations

- All Resident Assistants are required to begin their position and maintain a 2.5 semester and cumulative GPA and carry at least 12 credit hours. Should the Resident Assistant’s semester or cumulative GPA fall below the 2.5 requirement, he/she will be placed on probation for a semester. If the Resident Assistant’s semester or cumulative GPA remains below 2.5 for two consecutive semesters, the Resident Assistant will be terminated from their position.
- Resident Assistants must earn a 2.5 GPA the semester in which they were hired. If their GPA is below 2.5, their contract may be rescinded. **RAs hired prior to spring 2014 will remain at the 2.3 GPA requirement throughout the time that they serve as a Resident Assistant.**
- If a semester GPA of 1.75 or lower is earned, the Resident Assistant’s contract may be rescinded without a probationary period.
Outside Employment and Extracurricular Activities

- Resident Assistants must submit in writing to his/her supervisor, requests for outside employment. When conflicts arise in Resident Assistant duties versus extra-curricular activities and/or outside employment, RA duties always take priority. An RA may not work more than 10-15 hours of additional outside employment. The payroll requirements at Millersville require that RAs only work an additional 5 hours on campus.
- Third-year RAs who are planning to student teach or participate in an internship and remain in the RA position will need to comply with the following criteria:
  - Complete a Student Teaching/Internship application
  - Obtain a strong recommendation of their GA and AC
  - Those approved may student teach only during the spring semesters.

Contact with the Media

- Resident Assistants are required to receive approval from the Area Coordinator or Residence Hall Director before speaking with the media. In many instances, official comments should only come from the Public Relations office.
- For non-emergency situations, the Resident Assistant may speak to the “Snapper”, Millersville University’s student newspaper. Please refrain from speaking on behalf of the department. It is highly encouraged that Resident Assistants discuss comments with their Graduate Assistant or Area Coordinator to make sure they have all the facts on a particular situation.

Compensation

- All Resident Assistants in the traditional halls will receive a single-double room at the double room rate (unless the department is faced with overbooking, in which case RAs will receive an additional $50 to their bi-weekly stipend for the length of time they have a roommate).
- Resident Assistants will have an opportunity to receive a complementary parking permit; permits are assigned on a first-come first-served basis.
- Shenks and Reighard Hall RAs
  - 1st year RAs: $7,400 ($462.50/pay)
  - Returning RAs: $7,500 ($468.75/pay)
- Traditional Hall RAs
  - 1st year RAs: $6,000 ($375/pay)
  - 2nd year RAs: $6,080 ($380/pay)
  - 3rd year RAs: $6,160 ($385/pay)
- East and South Village RAs
  - 1st Year RAs: $400 ($25/pay)
  - Returning RAs: $500 ($31.25/pay)
  - RAs in these areas will receive a room at no cost

Having read the Resident Assistant Work Agreement, Expectations and Responsibilities of Resident Assistants, and understanding the content, I accept the duties and responsibilities of the Resident Assistant position for the 2015 - 2016 academic year. Changes may be made to any of the aforementioned policies. The appropriate Graduate Assistant, Area Coordinator and/or the Associate Director for Housing and Residential Programs must approve exceptions in writing.

Print name ___________________ MU# ___________________

Signature ___________________ Date ___________________

Associate Director of Housing and Residential Programs ___________________ Date ___________________