GENERAL STATEMENT OF DUTIES: Resident Assistants (RAs) are live-in, part-time, student staff members in residence halls who are chosen through a departmental selection process. The mission of Residential Life at the University of Massachusetts Amherst is to offer a residential experience that supports students’ learning, personal growth, and academic achievement. We foster inclusive communities, create social and educational opportunities, and provide safe and well-maintained residences. As a Resident Assistant, you play an important role in our department and are a vital resource for many members of the campus community. Resident Assistants may have the opportunity to work with a Living Learning Community such as the Commonwealth Honors College Residential Community, a Defined Residential Community, a Residential First Year Experience Community, a SophoMORE Living Learning Community, or Transfer Student Community.

SUPERVISION RECEIVED: RAs report to and work closely with a Residence Director who has primary hiring and supervision responsibility.

CONTRACT PERIOD for RAs: The RA position is a one-year student leadership opportunity. The contract period is for one full academic year (consecutive Fall and Spring semesters). The contract period includes all pre-service and in-service training. All RA staff are required to be in-residence and to participate fully in all training and operational activities which commence prior to the opening of the residence halls. RAs are expected to stay through the last day of finals in the Fall and through Commencement in the Spring.

OPPORTUNITY for RAs in BREAK HOUSING HALLS: RAs may be considered to serve as RAs in Break Housing Halls during the break periods; Thanksgiving, Winter Term/Intersession and Spring Break. RAs serving during break periods will receive compensation in addition to their regular rate of pay for work performed during break periods and access to the residence hall.

OPPORTUNITY for RAs in SUMMER SESSION HOUSING: RAs may be considered to serve as RAs in Summer Session Housing. RAs in Summer Session Housing are accountable to requirements and position responsibilities in this position description. The contract dates for Summer Resident Assistants will be announced when positions are announced. RAs for Summer Session will receive the rate of pay per the RA Collective Bargaining Agreement.

COMPENSATION:
All RAs receive a room fee waiver equal to the full 2015-2016 cost of the double room to which the RA is assigned and OIT Residential Services Fee waiver equal to the fees charged by OIT to residence hall students. In addition, for 2015-2016, New RA staff members will receive a cash stipend totaling $4000 for the academic year. Returning RA staff members will receive a cash stipend totaling $4200 for the academic year*. Value of the room fee waiver and OIT Residential Services Fee and, therefore, the total value of the compensation package will be confirmed once the budget and rate structure for fiscal year 2015 are approved.

The regular rate of pay for work during breaks is $0 per day; however, RAs are paid additional compensation for work during Thanksgiving, Winter Term/Intersession, and Spring Breaks at the rate of $20 - $35 per day depending on their duties.

Contract negotiations with the RA union (RAU/UAW) are pending, and there may be changes to the compensation and working conditions upon the completion of these negotiations.

REQUIREMENTS:
Resident Assistants must be University undergraduate students enrolled in degree granting programs with at least six credits. RAs must resolve any financial issues resulting in withdrawal from the University at least two weeks prior to the commencement of RA training. Resident Assistants must be free of current student conduct sanctions two weeks prior to the commencement of RA Training. If a staff member is found responsible for a University or residence hall policy violation and assessed a student conduct sanction after the time of hire, employment termination may result depending on the nature of the violation(s) and conduct sanction(s). Each semester, Residential Life will review all
Resident Assistant conduct histories.

Resident Assistants must have a minimum cumulative GPA of 2.5 at time of hire and two weeks prior to the commencement of duties as well as maintain a minimum cumulative GPA of 2.5 to continue in the position. Each semester, the Department of Residential Life will review all RA cumulative grade point averages. If an RA’s GPA does not meet these Residential Life requirements, the RA is no longer eligible and their contract will be terminated.

Graduate Students may be considered for Resident Assistant positions if a residence hall is specifically designated to house graduate students.

Resident Assistants must be able to perform the following physical requirements:

• Visually assess the community, surroundings and situations that occur spontaneously and respond appropriately
• Verbally communicate with residents and supervisors in casual and crisis interactions
• Operate elevators
• Use and operate keys, duty phones and computer systems
• Access and reach situations where they occur (i.e. inside student rooms, bathrooms, hallways, stairwells, elevators and building lobbies)

RESPONSIBILITIES AND DUTIES:

I. Community Building:
   A. Assist and encourage floor members to develop a livable, inclusive, and responsible community through discussions of floor living guidelines, integration of new students, study breaks, quiet hours, floor activities, etc.

   B. Implement community development initiatives as outlined by Residential Life/Residence Education and the living-learning plan.

   C. Conduct floor meetings that cover topics such as community living standards, hall government and involvement opportunities, University and residence hall policies, semester living learning plans, etc. RAs will conduct floor meetings regularly throughout the semester as outlined in the living-learning plan.

   D. Be available and approachable to residents in the community, particularly during the evening hours when residents are most likely to be in the residence hall.

   E. Serve as a positive role model.

   F. Assist in educating residents about the Code of Student Conduct and Residence Hall Community Standards, how to care for themselves and for their community. Respond to negative behavior in the community by enforcing all University and residence hall policies that govern student conduct and, when necessary, document Code of Student Conduct and Residence Hall Community Standards violations.

   G. Develop an inclusive community. This necessitates an awareness of social justice issues and an ability to respond to bias-related incidents.

   H. Support and encourage student participation in University and Residential Life initiatives such as Fall New Students Orientation, SophoMORE programs, First Week, Homecoming, and Residence Hall Association events.

II. Resource and Referral Agent:
   A. Communicate information about the University, hall events, and regulations to floor members through one-on-one interactions, posted messages, bulletin boards, floor meetings, etc.

   B. Refer residents as appropriate to respective campus and community resources.

III. Incident Response:
   A. Respond appropriately to residence hall incidents, but in no instance respond in a manner which
would escalate a situation that could endanger the RA or resident. Follow incident response guidelines.

B. Resident Assistants are Campus Security Authorities (CSA) under the Clery Act and Responsible Employees under Title IX. Resident Assistants are expected to follow all guidelines outlined for CSAs and Responsible Employees as outlined in their training and incident response guidelines.

IV. Administrative duties:
A. All staff members need to return to the University prior to the opening of the Residence Halls for training and to support the Residence Hall Move-In Process.
B. RAs are required to remain in the residence hall prior to break periods long enough to close the hall. RAs are to remain at the end of each semester to assist with hall closing.
C. Participate in Residential Life Search Processes as assigned to recruit and interview Residential Life staff.
D. Ongoing administrative duties to be performed throughout the semester:
   • Inform floor residents of the room selection process.
   • Assist the A/RD in distribution and collection of room assignment info.
   • Assist with student move-in and move-out processes.
   • Perform lock-out service for residents.

V. Staff Meetings and On-Duty Coverage:
A. Attend all staff meetings. The major functions of staff meetings are to maintain communication channels between staff members, provide a clearinghouse of dissemination of information between floors in the residence hall and throughout the area, foster a forum for problem solving, create additional RA development experiences, and serve as a support system for members. Cluster staff meeting times will be scheduled around the staff’s academic schedule. You may schedule other jobs and activities after your cluster’s staff meeting time is established.
B. Meet with the ARD and/or RD for regular supervision.
C. Each cluster is staffed by a Resident Assistant from 7 p.m. until 7 a.m. the following morning Sunday through Wednesday and 8 p.m. until 7 a.m. Thursday through Saturday. The RA on duty must remain in the building all night, and must be available by telephone. The Residence Director, in consultation with the Area Assistant Director and other RDs in the Area, determine the number of staff on duty in a Cluster.
D. Staff members on duty are required to be visible in their assigned residence hall community from 7:00 p.m. to 11:00 p.m. Sunday through Wednesday, from 8 p.m. to 1 a.m. on Thursday, and from 8 p.m. to 2 a.m. Friday and Saturday. Staff members are required to make community rounds through their Cluster. The Residence Director will specify procedures for community rounds.
E. All staff members are expected to be on campus and available for duty during the following time periods:
   • Move-In Fall Semester and Spring Semester
   • Fall New Students Orientation
   • Halloween and the nearest weekend
   • Closing and Opening for Thanksgiving
   • Closing at Winter Term/Intersession
   • Closing and Opening for Spring Break
   • Special Program days (e.g. Homecoming, Southwest Week, Bowl Days, Quad Fest, etc.)
   • Special Community/National events that impact our students (World Series, SuperBowl, Saturday prior to Spring Break, etc.)
   • May Move-Out and Commencement

VI. Training:
A. Resident Assistants are required to participate in August and January training programs. New RAs return for Fall 2015 training on Monday, August 24, 2015 between noon – 8pm; returning RAs return for fall training on Wednesday, August 26, 2015 between noon – 8pm. New RAs return for Spring 2016 training on Sunday, January 10, 2016 between noon – 5pm; returning RAs return for spring
training on Monday, January 11, 2016.

B. Resident Assistants will participate in and attend all required training programs.

C. Resident Assistants will participate in further in-service training as determined by the Residence Director and Assistant Residence Director.

D. Any request to miss Fall training must be submitted in writing no later than August 1, 2015. Requests are only considered for academic courses or extenuating circumstances.

VII. Performance Appraisal:
A. Residence Directors will meet the RAs initially on an individual and a staff basis to review the position description, establish goals, and outline expectations for the year. RD/ARDs will meet with each RA once weekly for new RAs and every two weeks for returning RAs to review progress, performance, skill development, etc.

B. Mid-year evaluation focuses on feedback from staff and residents, development/completion of goals, and any specialty/committee assignments.

C. End-of-the-year evaluation focuses on any progress to date and closure.

VIII. General:
A. Availability: The RA position is a part-time leadership position. Over the course of an academic year, the position averages out to 20 hours per week. However, some periods of time will require greater staffing demands (such as training, move-in, move-out, special activities, campus crisis, etc.) and all staff are expected to be available and respond as required.

An RA may hold a second part-time job, however, the RA position is the primary job and takes precedence over and supersedes any other employment.

The Resident Assistant position is a live-in position, and RAs are expected to sleep in their own room each night. RAs are expected to be in their hall by 1 a.m. on weeknights and 2 a.m. on weekend nights (exception: prior approval from RD).

Staff members are encouraged to get away at least one weekend per month. Time away requests must be submitted to the RD in advance, who will insure that no more than 50% of the staff is off each weekend.

B. RA Substance Use Policy: As employees of Residential Life, RAs are expected to obey all Massachusetts State Laws regarding alcohol and controlled substances. Any evidence of underage drinking or of controlled substance use by an RA may result in dismissal from the position.

C. The Residence Director or Assistant Residence Director may expect other related responsibilities and duties.