NAME --Please print--

I, indicate by my signature below and by my signature on the attached Resident Assistant Job Description, my acceptance of the RA position and my acceptance of the following conditions of employment:

1. For New RA staff members, the RA position was valued at $10,363 for the 2012-2013 academic year. New RAs received $6,547 of that amount in a room fee waiver; $216 in a waiver of the Telecommunications Fee as assessed by OIT, and a cash stipend totaling $3,600. For Returning Staff members the RA position was valued at $10,563 for the 2012-2013 academic year. Returning RAs received $6,547 of that amount in a room fee waiver; $216 in a waiver of the Telecommunications Fee as assessed by OIT, and a cash stipend totaling $3,800. RAs are compensated for work during Thanksgiving, Intersession, and Spring Breaks at the rate of $20 - $35 per day depending on their duties. These rates are subject to change and will be confirmed once the budget for fiscal year 2014 is approved.

2. I understand that this position is a full academic year obligation, and not semester employment.

3. I understand that if I resign or am otherwise terminated from the RA position, I must move to another room when directed and I will receive a room rent bill, which is prorated for the remainder of the semester.

4. I understand that Resident Assistants must have a minimum cumulative GPA of 2.5 to be appointed to the position and at commencement of duties as well as maintain a minimum 2.5 cumulative GPA to continue in the position. I understand that Resident Assistants hired during the 2009-2010 academic year and prior must maintain a minimum 2.0 cumulative GPA to continue in the position. I understand that an RA’s semester GPA must not fall below a 2.0 for two consecutive semesters. I understand that each semester, the Department of Residential Life will review all RA cumulative and semester 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.

5. I agree to abide by any and all regulations of the Personnel Office, Student Employment and Financial Aid Office regarding employment; including the requirement that I am enrolled in a degree-granting program and carrying a minimum of six credits.

6. I understand that it is my responsibility to consult with the Financial Aid office to determine what impact the RA position may have on my financial aid package.

7. I understand that I must be cognizant of and abide by all University and State regulations and the duties enumerated by the job description and RA Manual.

8. I understand that I will be responsible for resolving any pending student conduct charges against me by two weeks prior to the start of my RA contract or I forfeit the position. Once my RA contract has begun, I understand that any pending student conduct charges may result in my suspension from the RA position until the matter is resolved.

9. I understand that I will be expected to return to campus before Fall and Spring opening. All CHC RC Resident Assistants (new and returning), as well as all New RAs are expected to return between Noon – 6:00 p.m. on Sunday, August 18, 2013. Check in at the Prince Residential Services Desk. Returning RAs come back for training on Wednesday, August 21, check in noon – 5:00 p.m. at the respective Residential Service Desk. RAs will return Sunday, January 12, 2014 for Spring training, check in time TBD.

10. I understand that my cluster will determine our staff meeting time around our academic schedules. I may establish other work schedules and activities after our cluster has established a staff meeting time.

11. I understand that I will be expected to remain on campus available to assist with closing through the designated December closing date and through the designated spring closing date.

12. I understand that I must be able to meet the physical requirements of the RA position as outlined in the RA position description.

SIGNATURE ________________________ DATE __________________