

Resident Assistant Agreement

2019-2020

Role model a standard of personal conduct commensurate with job responsibilities.
Abide by all College and Residence Life policies, as well as all local, state and federal laws.
Prioritize the position as your principal out-of-class activity; any competing employment or activities are at the discretion of the Director of Residential Living and Learning (outside employment requires pre-approval and is limited to 10 hours/week)
Be available for training sessions each semester, see Major Job Components.
Sign a housing lease with Residential Living and Learning and pay the deposit.
RAs should inform supervisors immediately if there are circumstances that affect their eligibility.

Term

I, the undersigned, accept the position of Resident Assistant for the term of the 2019-2020 academic year. Residence Hall RAs agree to fulfill the term from August 7, 2019 to May 17, 2020. See Major Job Components for specific days required to be present.

Major Job Components

Community Development

Be involved and engaged in your community

RAs should be present within the Eagle Village Community. RAs will be present within staff functions and events. Be present and accessible to residents, spend adequate time on the RA 's floor, and regularly interact with the hall/floor community.

Create an inclusive and welcoming environment for all students.

Role model positive personal, academic, and job related behaviors.

Events and Personal Development

Plan, implement, and document regular events in accordance with our Residential Learning Model. Keep residents informed of campus, Student Life, and Residential Living & Learning activities by posting flyers and directly communicating with all residents.

Participate and assist with opening events, enrollment management events, and college programs as requested.

Participate in staff collateral assignments as determined by the Director of Residential Living & Learning.

Student Leadership

Support students to be involved in their community, support student leadership and community engagement opportunities as created by the Residential Learning Model.

Academic Enrichment

Provide academic support and follow up for residents.

Support campus academic programs and services.

Inform residents about important academic deadlines and items of interest.

Occupancy Verification

RAs will be responsible for completing accurate and complete check in and checkout paperwork as needed.

RAs will complete occupancy verification during the course of the semester as assigned by the Director of Residential Living and Learning.

Desk and Customer Service

RAs will provide service at the desk from 6pm-9pm, 7 days a week. RAs will complete up to 10 hours of schedule work at the desk. RAs will be responsible to work desk hours as determined by a schedule created by the Director of Residential Living and Learning.

LCCC email and Resident Assistant mailbox should be monitored daily for work-related messages and should have a response within one business day.

Review, understand,

Rx

