Resident Advisors (RAs) are integral to the success of our students and residential communities. This is a position that requires a multitude of interpersonal, creative, and administrative skills; but is also richly rewarding in its impact on the student experience. This document outlines the terms of appointment for RAs for the 2019-20 academic period. RAs will be held to the expectations of this document. University Housing will notify the RAs if the terms and conditions change.

Important Dates

1. **Appointment:**
   A. Begins Saturday, August 4, 2018 and ends on or before Monday, May 20, 2019.

2. **Fall 2018:**
   A. Fall move-in date for Resident Advisors will be Saturday, August 4, 2018.
   B. Fall RA Training Saturday, August 4, 2018 – Wednesday, August 22, 2018.

3. **January 2019:**
   A. January move-in date for Resident Advisors will be Friday, January 11, 2019.

4. **Weekly:**
   A. RA Team Meetings will be every Tuesday from 6pm-8pm while school is in session.

5. **Breaks:**
   A. RAs will participate in all community break (fall, winter, spring) closing and opening procedures. RA Break Periods include:
      - **Fall Break:** Saturday, November 17, 2018 at noon through Sunday, November 25, 2018 at noon.
      - **Winter Break:** Saturday, December 15, 2018 at noon through Saturday, January 12, 2019 at noon.
      - **Spring Break:** Saturday, March 16, 2019 at noon through Sunday, March 24, 2019 at noon.

RA Terms

1. The undersigned student agrees to accept a temporary appointment as a Resident Advisors (RA) at California State University, Chico beginning **Saturday, August 4, 2018 and ending on or before Monday, May 20, 2019**, subject to the terms and conditions contained herein. RAs agree to sign a Housing License Agreement, further agree to live in the residential community, and take board in the residential dining facilities as a condition of the RA position. The use of housing facilities is subject to the regulations contained in Title 5 of the California Code of Regulations.

2. RAs will receive in-kind support in the form of a single room in the community of assignment, a full meal plan of the RAs choice through campus food services, and priority registration.
   A. **Private Room:** In the Residence Halls or University Village (UV) suites.
   B. **Meal Plan:** RAs are expected to take advantage of the opportunity for informal conversation with residents while dining, to accomplish this each RA is provided a choice of meal plans:
      - Chico Plan: 192 Meals (12 meals/week) + $64 Flex Cash per semester.
      - Bidwell Plan: 176 Meals (11 meals/week) + $128 Flex Cash per semester.
      - Wildcat Plan: 160 Meals (10 meals/week) + $192 Flex Cash per semester.
   C. Meal plans are active only when food services are open and serving contract meals. RAs will be provided with meals separate from the food services facilities during official RA Training periods and open or closing of the residence halls. Early exit from the position will result in the meal plan being discontinued for the remainder of the academic year.
   D. **Priority Registration:** Due to the time constraints of the RA position, RAs receive priority registration for each semester of their contract (this may be limited by appointment dates conflicting with registration dates for fall 2019).
3. The RA is expected to train prior to the beginning of both the fall and spring semesters for position specific training and community preparation purposes. During training periods and opening periods (prior to classes starting) the commitment will average forty (40) hours per week. The specific schedule will be determined prior to each period. Housing accommodations will be provided during training but total food service cannot be guaranteed.

   1. **Fall Training:** Saturday, August 4, 2018 - Wednesday, August 22, 2018.
   2. **Winter Training:** Saturday, January 12, 2019 – Thursday, January 17, 2019.

4. During the weeks when classes are in session, the RA is expected to maintain a schedule of an average of twenty (20) hours a week. The time shall be distributed between a combination of on-duty and in community time. A reasonable schedule would include a combination of patterns of time including on-duty commitments (i.e. weekday and weekend duty rounds, policy enforcement, and being available to residents at varying interval during the day and night) and in community time (i.e. meetings, advising students, community development, and being available to residents at varying intervals during the day and night). The RA accepts the aforementioned as a reasonable attempt to define a position that is not easily translated into an hourly basis to reduce to specific duties without gross simplification of the nature of the primary position. The RA further recognizes the full opportunity to discuss serious deviations from the above with their RCC/RLC or the Associate Director for Residence Life.

5. RAs who are appointed to positions in any community that is designated to be open during Fall, Winter, and Spring Breaks (University Village, North Campus; Konkow) may be required to serve on duty some portion of the break periods, with time to be equally divided among that community team. This will include government holidays for some team members. RAs generally will have some or all of the following time off during these breaks, and must plan vacation time accordingly:

   1. **Fall Break:** Saturday, November 17, 2018 at noon through Sunday, November 25, 2018 at noon.
   2. **Winter Break:** Saturday, December 15, 2018 at noon through Saturday, January 12, 2019 at noon.
   3. **Spring Break:** Saturday, March 16, 2019 at noon through Sunday, March 24, 2019 at noon.

6. Resignation: Should the RA chooses, they may resign from their appointed position by scheduling a meeting with their RCC/RLC and submitting a typed letter of resignation that is signed and dated.

**RA Conditions**

1. Appointments to the position of RA and assignment to a particular community are made for the standard academic year. RA appointments to a specific community can be changed at any time due to need. In all circumstances, the RA is directly responsible to their RCC/RLC and subject to review for continuance. Appointments may be canceled at any time for failure to maintain grade requirements, to adequately preform position responsibilities, to support and be in continuous compliance with University policy, University Housing policy, and/or the law, or as a result of being placed on either academic or disciplinary probation by the University. A RCC/RLC and the Associate Director for Residence Life may cancel appointment to the RA position at any time for unsatisfactory performance in the position. RAs who demonstrate exceptional performance may seek appointment for another year. The RA understands and agrees that assignment to a particular hall is not guaranteed and will accept placement in any location where their skills are most needed. Except for mid-year appointees, the RA must be willing to commit to their responsibilities with the University Housing Office for the entire academic year. If a team member leaves their position early their meal plan will be discontinued. They will also be required to move out of their residential community space within one week from the date of their resignation or release from the RA position.

2. Maintaining a strong academic performance is vital for the RA position.
1. The RA must be enrolled full-time at California State University, Chico for the period of appointment. Undergraduate RAs must maintain twelve (12) units. Graduate-level RAs must maintain six (6) units. Extended studies enrollment do not fulfill this requirement.

2. The RA must have completed two semesters of college course work before the period of appointment.

3. The RA must maintain a 2.5 California State University, Chico cumulative and semester G.P.A. during period of appointment. University Housing reserves the right to check grades of the RA team throughout the duration of the RA appointment. The RA position may be rescinded if the semester and/or cumulative GPA falls below 2.5.

4. RAs who are placed on UH academic probation for one semester, at the discretion of the Associate Director for Residence Life if the student’s semester GPA is between 2.0-2.49 and the 2.5 cumulative GPA requirement is satisfied. Once placed on UH academic probation, the RA could be given one semester to improve their GPA. Failure to demonstrate academic improvement towards meeting the University and Housing and Residential Life requirements will result in termination. While on academic probation, midterm academic progress reports will be solicited from faculty each semester.

5. Undergraduate RAs must limit academic course loads to a maximum of sixteen (16) units for 1st and 2nd semesters of employment, 3rd semester and onward RAs must limit academic course loads to a maximum of eighteen (18) units per semester; Graduate-level RAs must limit course work loads to twelve (12) units of study. Special permission from the RCC/RLC is required for any exceptions.

6. RAs cannot be enrolled in more than one evening class (including labs) per semester. The semester prior to registering for more than one evening class, the RA shall submit a request in writing to their RCC/RLC and it must be approved by the Associate Director for Residence Life.

7. The semester prior to registering for an internship or student teaching, the RA shall submit a request in writing to their RCC/RLC and it must be approved by the Associate Director for Residence Life.

2. RAs shall not undertake full time student teaching, a full-time internship, or graduate assistantship in any department while on the University Housing RA Team.

3. Membership in extracurricular activities is encouraged. It may be continued provided it does not interfere with the responsibilities to University Housing and is limited to no more than twenty (20) hours per week. This can include club and organization involvement or an outside job. Due to the extensive time commitment, RAs cannot become a new member of a fraternity or sorority during the first semester of appointment. RAs must inform their RCC/RLC of all outside commitments.

4. RAs will serve on-duty weeknights and on-duty weekends as assigned (equally with other team members). On duty RAs will remain within the community, and will be approachable and available to residents.

5. RAs will reserve time in their schedules for the following meetings:
   1. Weekly and/or monthly one on one meetings with their RCC/RLC.
   2. Tuesdays from 6:00 pm - 8:00 pm for RA Team Meetings and other system wide events.
   3. Weekly and/or monthly one on ones with their Staff Support SRA.

6. RAs will remain visible in the community to provide aid for their residents, strengths relationships, and respond to community crisis.
   1. RAs may be absent from the community overnight for 16 nights per semester.
   2. RAs need to receive permission from their RCC/RLC prior to being absent from the community overnight.
7. RAs will be required to be in the residential community, within Chico city limits, and “on-duty” for all or a portion of the following weekends:
   1. Opening and closing of the communities.
   2. First week of fall orientation activities (e.g., Wildcat Welcome week).
   3. First and last weekends of each semester.
   4. Finals Week: both fall and spring semester.

8. RAs will respond consistently to student behavior that violates community guidelines, results in damage to the community, or endangers the health and safety of others.

9. All RAs must follow and enforce the Student Code of Conduct and University Community Standards. RAs cannot be on disciplinary probation or a more severe disciplinary sanction at the University. University Housing reserves the right to check the judicial records of the RAs throughout the duration of appointment. Violating University or University Housing policies can and will result in removal from the RA position.

10. RAs are expected to follow the policies they enforce. RAs are a role model and representative of California State University, Chico and University Housing both on campus, off campus, and in on-line communities (Facebook, Instagram, Snapchat, Twitter, etc.). Choices made by RAs affect their ability to be respected and to fulfill their RA responsibilities. A violation of any one of these policies can and will result in removal from the RA position and from University Housing.

11. RAs are expected to confront colleagues who display inappropriate actions or do not show respect for others.

12. RAs are not to transport residents in association with their job, unless given approval by University Housing.

13. Prior to engaging in a romantic relationship with another staff member within the department or with a student/resident, RAs must consult with their RCC/RLC immediately in order to clearly determine if any potential conflict exists. Failure to report relationships to a RCC/RLC may result in termination from the position.

14. RAs are in a position to access sensitive and personal student information. Such information must be managed in a discreet, confidential, professional, and private manner.
   1. An RA should NEVER promise confidentiality to residents, but may assure them of PRIVACY instead.
   2. Maintain confidentiality among staff members, including documentation, mental health issues, and disciplinary status of students.

15. The California State University System (as codified in Executive Order 1083 and in compliance with CA Penal Code 11166) has determined the RA position to be a “mandated reporter” in situations involving persons under 18 years of age who may be or are suspected to be victims of child abuse or child neglect.
   1. Any information that might affect the safety, security, or well-being of a person under 18 years of age, MUST be immediately shared with the RCC/RLC on call in your role as a mandated reporter.
   2. RAs will receive training on mandated reporter responsibilities, obligations, and expectations, which will include documentation acknowledging that the training was provided.
   3. Attend provided training and fulfill Campus Security Authority (CSA) Clery Act obligations.

16. RAs that are under the age of twenty-one (21), shall not consume alcohol or illegal drugs at any time, and shall not be in the presence of alcohol or illegal drugs.
17. RAs that are twenty-one (21) and older, shall not consume alcohol at least eight (8) hours before any position related obligations begins (duty, weekly meetings, events, department initiatives, etc.).

18. Release from the RA position could be the result of the following behaviors regarding alcohol and drugs:
   1. Possessing or consuming alcohol on campus.
   2. Being within the residential communities under the influence of alcohol and/or other drugs.
   3. Consuming alcohol with residents.
   4. Providing alcohol or illegal drugs to residents or underage students.
   5. Being in the presence of illegal drugs.
   6. Being in the presence of underage drinking or illegal drug use.

19. RAs will receive a Performance Evaluation each semester.
   1. Each semester RCC/RLC will meet with RAs to evaluate and discuss their performance. The feedback will include information learned from their observations on the job as well as feedback provided via other means (e.g., feedback from RA staff, community residents, Desk Attendants, Faculty/Staff Mentors, Facility Operations staff, etc.).
   2. RAs will be provided with a copy of the performance assessment and a course of action will be agreed upon at the evaluation meeting for the remaining term of your appointment.

20. RAs will uphold the University Housing expectations outlined in the RA Training Binder, community expectations from their RCC/RLC.

**RA Responsibilities**

Responsibilities for the RA position include three areas: (A) Student Development and Community Building; (B) Training and Development; (C) Administration, Operational, and policy enforcement.

**A. Student Development and Community Building**

1. The RA will demonstrate a positive attitude toward University Housing at California State University, Chico and will endeavor to encourage and support the goals and objectives of University Housing.

2. The RA will serve as a role model and demonstrate good judgement and ethical behavior both on and off campus. This includes behaving within the law and all policies and procedure established by the University and University Housing during the entire period of appointment, including when the residential communities are closed.

3. The RA will be visible and available to residents by getting to know them and developing relationships. Know each resident in their assigned floor/wing/House/Building by name and be available to assist, counsel, and socialize.

4. The RA will serve as a resource for students regarding areas of personal and academic concerns, and when necessary will refer residents for follow up counseling/advising with others as appropriate. RAs must spend time with their residents to get to know them as individuals in order to maximize the student development role.

5. The RA will be expected to further their personal mediation/conflict resolution skill and familiarize themselves with campus resources to facilitate successful roommate mediations.
6. The RA will actively promote the concept of community in the residential community and encourage residents to take responsibility for behavior in the community.

7. The RA will work with and educate residents to create an environment that respects the rights and privacy of others, promotes consideration of individual needs within the community, strives to understand, respect, celebrate diversity, and cultivates a sense of responsibility for the community as a whole.

8. The RA will encourage residents to challenge assumptions and engage in reflective critical thinking.

9. The RA will purposefully promote holistic student and community development through the implementation of the University Housing Community Development Model, including door decorations, bulletin boards, meaningful conversations, community meetings, and “weekly somethings”.

10. The RA will meet with the residents of each room-suite to facilitate complete and thorough Roommate Agreements at the beginning of the year and whenever there is turnover in the room-suite.

11. The RA will encourage resident participation in the Residence Hall Association (RHA), Hub Productions, and Community Councils (COCO).

12. The RA will actively seek out and recruit representative(s) to Community Council (COCO) for their living area. This includes but is not limited to: serving as a resource for ideas and guidelines for programs and keeping the representative informed as to current issues or opportunities that may affect residents.

13. The RA will clearly and positively communicate the guidelines that residents must live within, as noted in the University Housing License Agreement, the University Housing Community Standards, and the Roommate Agreement.

14. The RA will utilize the meal plan to promote community development by having frequent meals with residents of their living area.

15. The RA will change bulletin boards at least once a month and be sure that they are up to date with information.

B. Training and Development

1. The RA will actively participate in a comprehensive training in August prior to the opening of the UH residential communities. Due to the nature of this position, no other activities or commitments may be held during this period.

2. The RA will actively participate in a comprehensive training in January prior to the opening of the residential communities to prepare for the upcoming semester.

3. In Service Training and professional development will be held throughout the academic year with all RAs during scheduled RA Team meeting time.

C. Administrative & Operational
1. The RA will serve on-duty weeknights in the community of appointment as assigned (equally with other team members) and will remain in the community from 8pm to 6am.

2. The RA will serve on-duty during weekends in the community of appointment as assigned (equally with other team members) from 8pm on Friday until 8pm on Sunday.

3. The RA will assist with maintain the security of the building by doing regular duty rounds while on duty.

4. The RA is expected to wear closed toed shoes, their RA shirt, and nametag whenever on duty. This is for identification purposes with residents and guests, and also aids University Police and other emergency response personnel with identification of UH Resident Advisors.

5. The RA understands they are not permitted to have guests while on duty.

6. The RA will submit incident reports immediately following the incident. When appropriate, submit incident reports by 8 am following the incident.

7. The RA will follow up with residents within the first 72 hours following a policy violation documentation or medical emergency.

8. The RA will follow community-specific duty expectations and training provided by their RCC/RLC.

9. The RA will respond to building wide emergency situations whether on-duty or not, as needed.

10. The RA will attend regular RA Team Meetings every Tuesday from 6pm – 8pm

11. The RA will be “on-duty” throughout the opening and closing of the residential communities. This includes resident check-in and check-out, and all academic break periods when the community closes. All RAs will remain in the community after closing for academic breaks until all administrative tasks are done. In addition to the training requirements in August and January, all RAs will return no later than two (2) hours prior to the opening of the halls for Fall and Spring Breaks.

12. RAs will report real and potential concerns related to your community to their RCC/RLC on a regular basis. The communication link between RAs and RCC/RLC is critical to maintaining a healthy and safe environment for residents.

13. RAs will assist in the recruitment and selection of new Residence Life Staff members.

14. RAs will report maintenance, custodial, and other facility-related concerns through the Service Request system.

15. RAs will assist their RCC/RLC with the setup and take-down of the check-in/out process, room changes, evaluations, surveys, etc.

16. The RAs will post all approved distribution materials in a timely fashion.

17. RAs are responsible for checking their RA mailbox each weekday.

18. RAs are responsible for checking and responding to position-related emails within 24 hours of receipt.
19. RAs are expected to complete administrative tasks in an efficient and timely manner.

20. The RA will complete additional administrative duties as assigned.

21. Upon end date of RA appointment RAs will turn in all assigned UH supplies including, but not limited to; RA supply box and training binder.
   1. Duty shirts/sweatshirts should not be donated to local organizations, but instead returned to the community’s RCC/RLC.

I state that I have read the above “Resident Advisor Position Description, Term and Conditions 2018-2019.” Further, I state that I understand, accept, support, and will adhere to all information contained within this document as they relate to my position as a Resident Advisor.

Student Name: Student ID Number:
Signature: Date: