

Resident Advisor Terms and Conditions

CSU Monterey Bay

2018-2019

Name _____

(Last)

(First)

Permanent Address _____

Permanent Phone Number () _____ E-Mail _____

University ID Number _____

Appointment Dates:

East Campus: **July 9, 2018 – May 31, 2019**

Main Campus **Aug 6, 2018 – May 31, 2019**

1. RA Terms

- 1.1 The undersigned student agrees to accept a temporary appointment as a Resident Advisor (RA) at CSUMB beginning July 9, 2018, and ending May 31, 2019, for East Campus RAs, and starting Aug 6, 2018, and ending May 31, 2019, for Main Campus RAs or as otherwise agreed upon by SHRL and the RA, and with all appointments subject to the terms and conditions contained herein. RAs agree to sign a housing license agreement and further agree to live in the residential communities and take board in the residence hall 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.
- 1.2 RAs will receive in-kind support in the form of a single room space and a RA meal plan, specific to area assignment, through the campus food services. Meal plans are active only when food services are open and serving contract meals. RAs need to budget use of their meal plans or personal cash during opening and close down periods. Meal plan balances are prorated on a weekly basis; early exit from the position could result in owing a balance on the meal plan provided. If placed in the North Quad or East Campus community, RAs live in designated two bedroom units and are responsible for selecting a roommate. If a roommate is not selected by May 1st, one may be assigned. On East Campus, upon SHRL approval, an RA with family as defined in the housing rules will be provided a two bedroom unit.
- 1.3 The RA is expected to train prior to the beginning of both the fall and spring semesters for training and hall preparation purposes. The specific schedule will be determined prior to each period. Housing accommodations will be provided during training, but total food service cannot be guaranteed.
- 1.4 **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.** This time shall be distributed between a combination of on-duty and on-call time. A reasonable schedule would include a combination of patterns of time including on-duty commitments (i.e. meetings, advising students, etc.) and on-call commitments (being available to residents at varying intervals during the day and night). Licensee accepts the foregoing as a reasonable attempt to define a position that is not easily translated into an hourly basis or reduced to specific duties without gross oversimplification of the nature of the primary position. Licensee further recognizes the full opportunity to discuss serious deviations from the above with the Community Director or Area Coordinator.
- 1.5 **RAs are required to serve on duty some portion of the break periods (fall, winter and spring),** with time to be equally divided among that area staff. This will include government holidays for some team members.

2. RA Conditions

- 2.1 Appointments to the position of RA and assignment to a particular community are made for the standard academic year. In all circumstances, the RA is directly responsible to their Community Director and subject to review for continuance. Appointments may be canceled at any time for failure to maintain grade requirements, to successfully complete Mental Health First Aid program requirements, to adequately perform position responsibilities, to support and be in continuous compliance with University policy, hall policy and/or the law, or as a result of being placed on either academic or disciplinary probation by the University.
- 2.2 An Area Coordinator, the Associate Director of Residential Education, or the Director of Student Housing & Residential Life may cancel appointments 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 community is not guaranteed and will accept placement in any location where their skills are most needed.

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- 2.3 Except for mid-year appointments, the RA must be willing to commit to their responsibilities with the Department of Student Housing & Residential Life for the entire academic year. If a team member leaves their position early, there may be a reduction in their meal plan. They will also be required to move out of their residential assignment within one week from the date of their resignation or release from the RA position.
- 2.4 The RA must be enrolled at CSUMB for the period of appointment. Extended studies enrollment does not fulfill this requirement.
- 2.5 The RA must have completed two semesters of college work before the period of appointment.
- 2.6 Undergraduate RAs must maintain a 2.5 CSUMB cumulative AND semester G.P.A. during period of appointment. Graduate students must have a G.P.A. of 3.0 and be in good standing with their academic program. Student Housing & Residential Life reserves the right to check grades of the RA team through the duration of the RA appointment. Credential and Licensure students must be in good standing with their academic program.
- 2.7 RAs must have passed at least 12 units (or 8 graduate units) the semester prior to, and each semester throughout the appointment. Credential and Licensure students must be fully enrolled.
- 2.8 RAs must carry no less than twelve, but not more than 18 units per semester of undergraduate work, or 6 units of graduate study.
- 2.9 RAs cannot be enrolled in more than 20 classroom hours (including labs) per semester. Credential and Licensure students must have their direct supervisor approve any outside commitments and opportunities, including, but not limited to: the Cal State Teach program, internships, etc.
- 2.10 Membership in extracurricular activities is encouraged. It may be continued provided it does not interfere with the responsibilities to Student Housing & Residential Life and is limited to no more than 20 hours per week. This can include club and organization involvement or an outside job. RAs must have their direct supervisor approve any outside commitments, as defined above, which equal or exceed 10 hours a week of commitment.
- 2.11 RAs will serve on duty weeknights and on duty weekends as assigned (equally with other team members). While on duty, RAs will be approachable and available.
- 2.12 RAs will reserve Mondays from 12:00-2:00 PM for student leader meetings and other Department wide events.
- 2.13 RAs will remain visible in their residential communities, in addition to regular Duty nights. RAs that wish to stay away from their assigned space for extended periods of time must inform their direct supervisor. RAs will remain on campus at least two of every four weekends. RAs will occupy their assigned space on weeknights, and must not be away from their assigned space more than 1 of the 5 weeknights each week.
- 2.14 All RAs will be on duty for the opening and closing of the halls. Academic break travel arrangements may not be made without prior approval of the Community Director. This includes check-in and check-out, orientation and all break periods. Meals are not provided during these break periods; RAs are expected to budget use of their RA Meal Plan or use personal funds to cover meals during these periods.
- 2.15 All RAs must follow and enforce the Student Code of Conduct and Community Standards. RAs cannot be on disciplinary probation or a more severe disciplinary sanction at the university. Student Housing & Residential Life reserves the right to check the judicial records of the RAs through the duration of appointment. Violating University or Housing policy may result in removal from the position.
- 2.16 RAs are expected to follow the policies that they enforce. RAs are a role model and representative of CSUMB both on campus, off campus and in on-line communities (i.e. Facebook, Instagram, 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 housing.
- 2.17 RAs are "mandated reporters" for the University regarding any Title IX concerns that they become aware of at any point. They are also designated as Campus Security Authorities (CSA) which hold additional reporting responsibilities.

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- 2.18 RAs that are under 21, shall not consume alcohol or illegal drugs at any time and shall not be in the presence of alcohol or illegal drugs.
- 2.19 RAs that are 21 or older, shall not consume alcohol at least 12 hours before any position related obligation begins (duty, weekly meetings, programs, departmental initiatives, etc.). Release from the RA position could be the result of the following behaviors regarding alcohol and drugs: 1) coming into the residence halls under the influence of alcohol and other drugs which attracts attention from other staff and residents, 2) consuming alcohol in front of underage students anywhere or anytime, and 3) being in the presence of illegal drugs anywhere or anytime.
- 2.21 RAs will uphold the Student Housing & Residential Life expectations outlined in the Student Housing & Residential Life Student Leader Expectations for RAs document.

3. RA Responsibilities

Responsibilities for the RA positions include three areas: (1) Student Development and Community Building; (2) Training and Development; and (3) Administrative/Operational. The approximate percentage of time for each category is noted.

3.1 Student Development and Community Building (approximately 20%)

- 3.1.1 The RA will demonstrate a positive attitude toward Residential Education at CSUMB, and will endeavor to encourage and support the goals and objectives of Residential Education.
- 3.1.2 The RA will serve as a role model and demonstrate good judgment and ethical behavior both on and off campus. This includes behaving within the law and all policies and procedures established by the University and Student Housing & Residential Life during the entire period of appointment, including during breaks.
- 3.1.3 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.
- 3.1.4 The RA will be expected to further their personal mediation/conflict resolution skills and familiarize themselves with campus resources to facilitate successful roommate mediations in the complex
- 3.1.5 The RA will actively promote the concept of community in the areas and encourage residents to take responsibility for positive and assertive behavior within that community. The RA will purposely promote holistic student and community development through the implementation of the Residential Education programming model, including the development of a Community Living Agreement.
- 3.1.6 The RA will meet with the residents of each suite/room/apartment to facilitate complete and thorough roommate agreements at the beginning of the year and whenever there is turnover in the suite/room/apartment.
- 3.1.7 The RA will actively participate in, and positively represent, student government in the halls and at the RHA level, and will encourage residents to become active members in their communities.
- 3.1.8 The RA will actively seek out and recruit representative(s) to Area Council from 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.
- 3.1.9 The RA will clearly and positively communicate the guidelines that residents must live within, as noted in the Student Housing License Agreement, the Community Standards, and the Roommate Agreement. When student behavior violates these guidelines, the RA will respond in a manner that the student is encouraged to not only take responsibility for their inappropriate behavior, but also to learn from the experience.
- 3.1.10 The RA will utilize the meal plan to promote community development by having frequent meals with residents of her/his living area.
- 3.1.11 The RA will change bulletin boards at least once a month and be sure that they are up to date with information.

3.2 Training and Development (approximately 15%)

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- 3.2.1 The RA will actively participate in a comprehensive training in August prior to the opening of the halls. Due to the nature of the position, no other activities or commitments may be held during this period.
- 3.2.2 The RA will participate in spring training prior to the opening of the halls in January to prepare for the upcoming semester.
- 3.2.3 RAs must enroll in and successfully complete, the Mental Health and First Aid training.
- 3.2.4 RAs must complete Sexual Harassment, Campus Security Authority (CSA) and other assigned online trainings by their assigned completion dates.
- 3.2.5 The RA is required to enroll in and successfully complete the Mental Health First Aid training.
- 3.2.6 Professional development will be conducted on an in-hall basis with possible Department-wide meetings scheduled as needed.

3.3 Administrative/Operational (approximately 65%)

- 3.3.1 The RA will serve on-duty as assigned (equally with other team members) that begins prior to opening and continues daily through closing (from August to May or June for East Campus) – including all break periods. Duty schedules will vary according to the residential community.
- 3.3.2 The RA must remain in their area the entire time they are on duty, whether as primary or backup RA.
- 3.3.3 The RA will respond to building wide emergency situations whether on duty or not, as needed.
- 3.3.4 The RA will attend regular student leader meetings every Monday afternoon, 12:00-2:00 P.M..
- 3.3.5 The RA will assist with maintaining the security of the building by doing regular security checks while on duty.
- 3.3.6 The RA will be on duty throughout the opening and closing of the halls. This includes resident check-in and check-out, and all academic break. All RAs will remain in the halls after closing for academic breaks until all administrative tasks are done.
- 3.3.7 The RA will participate and may be required to provide 'extra' coverage in departmental programs, initiatives and major campus events as needed including, but not limited to, Otter Days, Open Houses and Receptions, Fall Break, Spring Break, etc)
- 3.3.8 The RA will select a Departmental Committee or collateral assignment (i.e. Living Learning Program, Area Council, Sustainability, etc).
- 3.3.9 The RA will complete additional administrative duties as assigned.

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RA Responsibilities Addendums:

ADDENDUM FOR THOSE ASSIGNED TO EAST CAMPUS

In addition to the description of responsibilities for all RAs, the following requirements will apply to those assigned to East Campus, as that community is a year round operation.

1. RAs will arrive prior to fall training (see date listed above), in order to participate in early area specific training and begin immediate duty coverage.
2. At the commencement of a new term, the RA starting in July, RAs will receive meals during the training period and may receive a meal allowance for some meals at designated campus dining facilities (when available), as the RA meal plan is only effective during the academic year.
3. All RAs including those in East Campus will have an agreement end date of May 31, 2019. There will be a separate summer RA application, recruitment, selection and agreement for East Campus and Main Campus for those RAs wishing to continue their employment during the summer term. This agreement only covers those dates stated under the Appointment Dates section.

I state that I have read the above "Resident Advisor 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.

Signature of Student _____ Date _____