

# Resident Advisor Contract

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## Office of Housing and Residential Life

### Contract Period

All Resident Advisors are expected to sign the contract to begin their employment. This contract is signed each semester and does not imply any obligation to be rehired for another term. The RA's performance throughout the period of their employment will be used in conjunction with the reapplication process to determine eligibility for rehire for the following term.

*\*Please note that start and end dates may be modified by the Office of Housing and Residential Life.*

### Compensation

Compensation for all RAs will consist of a room waiver for the semester. Room waivers are contingent upon room rates for the current semester, and are subject to change.

### Eligibility

The criteria listed below must be sustained throughout the period of employment.

- Must be enrolled in a degree-granting program and maintain a full-time SUNY Maritime student status.
- Must be a Regimental 1<sup>st</sup> or 2<sup>nd</sup> class cadet; civilian and/or graduate student who has lived in housing for at least one semester.
- Must have a cumulative and term GPA of 2.5 at the start of employment. \*
- Must be in 'good conduct standing' with the Regiment of Cadets and/or maintain a good judicial record as per the Student Code of Conduct.

*\*Exceptions to the eligibility requirements are rare. All pertaining departments will have input regarding exceptions.*

RA duties may require some physical work that would include, but are not limited to climbing stairs, walking to and from buildings, and possibly moving and/or lifting heavy items maintained by the Office of Housing and Residential Life. If you have any individual needs or limitations that would restrict you from performing any part of the RA duties, please request your accommodations in writing to the Director of Housing and Residential Life before signing this agreement.

Pursuant to SUNY policy, SUNY Maritime College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunities, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, family status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

By signing this contract, I agree to the following **RESPONSIBILITIES**:

### Housing/Room Assignment

- I understand that I will be assigned to a specific room during my term of employment. I am required to live in that room and may be assigned a roommate if I have not previously required one.

- I understand that as a Resident Advisor I may be moved or reassigned at the discretion of the Office of Housing and Residential Life.

### GPA/Credits

- As a Resident Advisor, I must remain in good academic standing throughout the academic semester. I must maintain a term and cumulative GPA of 2.5 or higher.
- I understand that failure to maintain these academic requirements will result in academic probation and/or early termination of my assignment as a Resident Advisor. I may also be subject to non-rehire if improvement is not seen from one semester to the next.
- I understand that if placed on academic probation, I may be required to participate in/utilize services provided by the Learning Center and/or Writing Center such as study hall, tutoring, et cetera.

### Administrative Duties

- I agree to complete all paperwork and assignments within the expected timeline as outlined by OHRL staff (Director, Assistant Director, Area Coordinator, and Resident Directors), and Regimental supervisors if applicable. Mandatory assignments will include, but are not limited to: Occupancy Reports, Health and Safety Reports, Incident Reports, RCR's, Program Evaluations, Program Proposals, and Muster Sheets.
- As a Resident Advisor, I understand that I am responsible for the completion of all Room Condition Reports (RCRs) for my respective floor. Failure to complete RCRs correctly and in their entirety may result in charges on my behalf for unreported damages.
- I agree to conduct at least four (4) health and safety inspections with my Building Manager.
- I agree to conduct at least four (2) occupancy reports for my floor, and submit them to the Assistant Director complete and accurately written.
- I agree to complete and deliver the weekly muster sheet(s) to the appropriate personnel on time and accurately written.
- I agree to proofread all material before submittal to ensure correct spelling, grammar, and accuracy of information.
- If applicable, I agree to participate in the hiring process for future Resident Advisors. This includes serving on selection committees, recruiting applicants, attending training sessions, and conducting interviews with candidates.
- I further understand that I must complete additional duties and administrative tasks as assigned by my supervisors not explicitly listed in this agreement.

### Check-in/Check-out

- I understand that I will assist with all openings/closings, check-in and check-out activities, open house events, room inspections, and other events as assigned.
- I agree that check-in/check-out takes priority over all outside activities except academics.
- I agree to stay **one workday** past the last day of check-out to participate in a semester debrief meeting and to satisfy a final walk-through of my assigned floor in its entirety with my Building Manager and/or OHRL central staff. The OHRL will determine if this day is necessary depending on work load.

### Duty

- I agree to perform all weekday and weekend duty coverage. This may or may not include holiday coverage, winter break, long weekends, and spring break.
- Duty coverage includes overnight responsibilities and requires that I must remain **on campus**. The calendar set up by the Assistant Director is proof of my duty schedule.
- As the RA, it is my responsibility to inform and educate my residents of campus policies and to enforce the policies on my floor as well as any infraction(s). In the event an incident occurs, I will immediately notify the Resident Director on duty and submit all documentation immediately following the incident.
- I understand that I am expected to walk my floor on a daily basis to check for safety issues, facility concerns, and to connect with residents.
- I agree to complete duty in its entirety as dictated by the RA duty calendar. I understand that if I need to exchange duty I must provide documentation to be kept on file with my RD at least 24 hours prior to the date of the exchange.

### **Maintenance**

- I agree to submit all maintenance issues and requests to my building manager within 24 hours of being notified by the resident.
- I understand that some maintenance issues may require immediate assistance, and that should such event occur, I will notify the central staff member on duty as soon as possible.

### **Key Security**

- I understand that the College's keys should **NEVER** be given to a non-Housing staff member.
- I understand that allowing a non-housing staff member to have access to the key boxes or any housing key is subject to immediate removal from the RA program.
- As a Resident Advisor, if I lose a room and/or suite key I must immediately inform the Housing Office.
- I agree to assume all financial responsibility associated with losing a housing key. I understand that I may be fined the amount it costs to replace the core(s) for the respective room or suite.

### **Training**

- I understand that I will be required to return to campus at least one week before the rest of the student body arrives on campus for training.
- Attendance to every training session is **mandatory**! RAs must adjust their schedules that may interfere with their RA responsibilities (academics are the only exception for missing training)

### **Programming**

- I understand that I will be responsible for creating three programs from the S.P.I.C.E.D model for my respective floor per semester.
- I understand that the first of the three programs must be a social program.
- I understand that I must adhere to the program deadlines outlined by the OHRL for each program.
- I understand that I am required to develop at least one building-wide program in collaboration with my building's staff.
- I understand that with the exception of my social, each program must have a program proposal approved by the Assistant Director at least 2 weeks prior to the date of the program.
- I understand that each of my programs must be advertised for a full week prior to the date of the event.

- I understand that I will be responsible for all program evaluation surveys at the conclusion of each program.
- I understand that I am responsible for all program learning assessment and self-assessment forms at the conclusion of each program.

### **Outside Commitment(s)/Time Commitments**

- I understand that this position is of high priority, second only to academics. Therefore, I will **actively balance** my academics, RA role, extra-curricular, and personal responsibilities.
- I understand that it is my responsibility to inform any outside department and/or supervisor(s) of my obligation to the RA program and OHRL.
- It is estimated that an RA will spend an average of 12 - 20 hours per week performing customary RA duties as outlined herein. This is only an estimate and is provided for me to better manage my RA duties with my academic and co-curricular requirements. The nature of this leadership position may require additional hours to support people, processes, trainings, and special events.

*\*While the Office of Housing and Residential Life encourages participation in outside activities, we reserve the right to set limitations if necessary.*

### **Alcohol & Drugs**

- I will not possess, furnish, or consume alcohol on campus, except during authorized school events where students 21 and over are allowed to consume alcohol.
- I will not be intoxicated on or off campus, be under the influence or possess illegal drugs, create any public disturbance, or be cited for disorderly conduct or violation of College policies, City, State, or Federal law.

### **Safeguarding Information**

- I understand that unless a resident or Residential Life staff member authorizes disclosure, no information regarding a resident may be disclosed to anyone within/outside of the Office of Housing and Residential Life, with some exceptions. These exceptions mirror our state laws related to holding information in confidence when that information threatens the safety, and/or lives of others, or of the individual who entrusted you with confidence. When an individual waives confidentiality, staff or student members must exercise utmost caution not to exceed the parameters of the waiver. Any doubt regarding disclosure must always be resolved in favor of safeguarding their privacy.
- Private information must not be shared with anyone else, unless a good, and legitimate reason for doing so exists. If I must talk about something private, I will not do so in public spaces such as residence hall lobbies, dining areas, the library, or any other space where private information may be compromised.
- I agree to uphold the parameters of private information and not share any information I obtain through my position with the Office of Housing and Residence Life with anyone else.
- If a resident discloses an incident of sexual harassment, stalking, or violence, I must report this incident to the respective on-call staff member, my immediate supervisor, or to one of the College's Title IX officers. I understand this disclosure is limited in nature and does not waive my obligation to respect the privacy rights of the resident and uphold confidentiality.

### **Personal Conduct**

- I understand that I must uphold and follow the rules and regulations of SUNY Maritime College as well as City, State, and Federal laws. I also understand that as a Resident Advisor, I agree to uphold and follow the policies and procedures set forth by the Office of Housing & Residential Life. These

include, but are not limited to: **The Guide to Campus Housing, Student Code of Conduct, Student Handbook, Regimental Rules and Regulations** as applicable.

- I am responsible for reading all training materials which include the **Guide to Campus Housing, Student Code of Conduct, Student Handbook, Regimental Rules and Regulations** as well as any additional assigned literature.
- I understand it is my responsibility as a Resident Advisor to model appropriate behavior consistent with being a Resident Advisor.
  - I will display qualities of maturity, leadership, responsibility, fairness, honesty, and respect.

### **Discrimination Complaint Procedures**

- I understand that I must uphold the complaint procedure outlined in the SUNY Discrimination Complaint Procedures. This includes but is not limited to:
  - Refraining from any action that discriminates or offends any individual or groups of people regardless of race, color, sex, national origin, religion, creed, age, sexual orientation, physical or mental disability, gender identity, marital status, veteran status, or any other characteristic protected by City, State or Federal law.
- I understand on behalf of the College, that it is my responsibility to take steps, when appropriate, to prevent and discourage discrimination and harassment.
  - Sex discrimination includes sexual harassment and sexual violence.
- I understand that retaliation against a person who files a complaint, serves as a witness, assists or participates in any manner in this procedure is strictly prohibited and may result in disciplinary actions.

### **Staff Meetings**

- I agree to attend **ALL** staff meetings scheduled by the Assistant Director and/or RD.
- I must receive approval **at least 24 hours** in advance from the Assistant Director if I cannot attend the staff meetings.

### **Regimental Responsibilities (for Regiment RA's only):**

- In addition to all duties outlined by the OHRL in the standard Resident Advisor Contract, there are additional responsibilities required for ALL Regimental RAs. These duties will be treated with the same level of importance as the duties outlined by the OHRL. Failure to meet these duties will result in the possibility of corrective action and/or removal from position.

*\*Note; removal or disciplinary actions from the Regiment **MAY** affect your position as a Resident Advisor.*

### **Essential Personnel:**

- I understand that under the provisions of a student leader and RA, I am considered an “essential personnel” to the College and the OHRL.
- As essential personnel, I understand that I may be required to remain on campus to assist my supervisor(s) or members of the campus community during an emergency campus closing or shut down.
- I understand that failure to remain on campus during said event(s) may result in termination from the RA position.

### **Miscellaneous**

- I understand that I must maintain on-going phone service and an active e-mail account as an RA. It is my responsibility to check my SUNY Maritime College e-mail account and phone messages daily. I understand that the e-mail inbox must be maintained so that messages can be received in a timely manner.
- I understand that my e-mail address and phone number will be made available to Residential Life staff, and/or other essential departments and employees if necessary.
- I give permission for any photographer working or volunteering on behalf of the OHRL to take photographs of me in connection with RA activities. I authorize the photographers/OHRL to copyright, use and publish the same photos in print and/or electronically without further compensation to me. Use includes, but is not limited to: website, photo sharing sites, and printed promotional material for the OHRL and State University of New York Maritime College. I agree that the photographers, OHRL and Maritime College may use such photographs of me with the name identified for any lawful purpose, including for example: publicity, illustration, advertising, and web content.

### **Termination**

- I understand that for unsatisfactory performance or breaches of this contract/agreement, I may be terminated from my position by the Office of Housing and Residential Life, and I may be ineligible for future positions in the Housing and Residential Life department. In the event of appointment termination or resignation, I understand that the Office of Housing and Residential Life may relocate my roommate and me. In the event that I resign or am terminated from the Resident Advisor position, I understand that prior to the mid-semester point, the full waiver will be removed\*. After the mid-semester point, half the room waiver will be removed.

*\*May be adjusted under certain circumstances determined by the Office of Housing and Residential Life.*

### **Appeal**

RAs who are terminated may appeal such a decision by submitting a written letter within two business days of receiving the formal termination letter to the Dean of Students.

- If no appeal is made within two days, the original conditions of the termination stand. No other appeals will be granted beyond the Dean of Students.
- I understand that I must also complete all necessary paperwork, whether I am terminated or I resign. It is also my responsibility to schedule a final meeting with the Director of Housing to determine my housing reassignment, and an appropriate schedule for equipment return, and checkout process. I understand that my student account will be billed for any unreturned items, and if applicable, an improper check out fee will also be assessed.
- I understand that I will be held liable for any balance on my account due to removal from the RA program. Any exception to these requirements must have prior approval from the Director of Housing and Residential Life.

My signature below indicates that I have read and understand the responsibilities and expectations of my assignment as a Resident Advisor. I accept the duties of the position and will perform them as outlined. I also understand that the list above is not meant to be an all-encompassing list of Resident Advisor responsibilities and others may be assigned as needed. This contract is subject to change, and will be effective only after prior notification. I further understand that the appointment to the position of Resident Advisor may be terminated at such time that I fail to abide by the above-mentioned conditions.