

Resident Advisor Training Manual

Resident Advisor Housing & Residential Life Contract

Contract Period

All Resident Advisors are expected to sign the contract to begin their employment. The 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 his/her employment will be used in conjunction with the reapplication process to determine eligibility for rehire for the following term. **Please note that start and ending dates can 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 and maintain a full-time SUNY Maritime student status, and be enrolled in a degree granting program(s).
- Must be a Regimental 1st or 2nd class student, graduate student, or a Civilian who has lived in housing for at least one semester.
- Must have a cumulative GPA of 2.5 at the start of employment for each term.
- Must not have any class-1 offenses OR level one offense within the year (August to August/January to January).
- Must not accrue over 50 demerits within the year. (August to August/January to January)
- Must not have over 200 demerits during your career at Maritime.
- Civilians must maintain a good judicial record as per the Student Code of Conduct.
- 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 accommodations that would restrict you from performing any part of the RA duties, please request your needs in writing to the Director of Housing and Residential Life before signing this agreement.

**Exceptions made to the eligibility requirements are rare—all pertaining departments will have input regarding exceptions.*

Pursuant to State University policy, SUNY Maritime College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, 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.
- I also 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 demonstrate good academic standing throughout the academic session. 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, etc.

Administrative Duties

- I agree to complete all paperwork and assignments within the expected timeline as outlined by the Director, Assistant Director, Area Coordinator, Resident Directors, and Regimental supervisors. Mandatory assignments will include, but are not limited to: Muster Sheets, Occupancy Reports, Health and Safety Reports, Incident Reports, RCR's, Evaluations, Program Proposals, and Program Evaluations.
- 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 (4) occupancy reports for my floor, and submit them to the Assistant Director complete, and accurate as written.
- I agree to complete, and deliver the weekly muster sheet(s) to the appropriate personnel on time and accurate as 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 (9:00 a.m. to 4:00 p.m.). The Housing Office will determine if this day is necessary depending on work load.

Duty

- I agree to perform weekday and weekend duty coverage as assigned by my direct supervisor. 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 Building Manager on duty plus the Resident Director if needed, and submit all documentation within 12 hours of the incident.
- I understand 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 directed by the RA duty calendar. I understand that if I must exchange duty I must provide documentation to be kept on file with my RD at least 24 hours prior to the date of exchange.

Visibility Clause

- As an RA I understand that I will be required to speak to at least one different resident on my floor at least three times per week. These occurrences must take place during the week, Monday – Thursday, and cannot be exclusively completed while on duty.
- I understand that I am expected to know each of my residents by name and face recognition.
- I understand that as an RA it is my responsibility to develop a community amongst my residents that is inclusive, respectful, and supportive of all members.

Key Security

- I understand that the College's keys should **NEVER** be given to a non-Housing staff member.
- As a Resident Advisor, if I lose possession of the master key(s), I must immediately inform the Housing Office.
- I understand that I may be fined the amount it costs to replace the core(s) for the respective floor(s) and room(s).
- I understand that allowing a non-housing staff member to have access to a master key, or misuse of the master keys is subject to immediate removal from the RA program.

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 IS THE ONLY EXCEPTION FOR MISSING TRAINING)**

Programming

- I understand that I am responsible for creating at least one social program for my respective floor at the beginning of each semester. This program must take place within the first week of the semester.
- I understand that in collaboration with my building, I am required to complete a minimum of two programs from the S.P.I.C.E model each semester. Each program must be planned at least two weeks in advance, and the appropriate paperwork approved by the Assistant Director.
- I understand that I must complete a program proposal, and evaluation for each program.
- I understand that the programming learning assessment forms must be completed, and submitted to the Building Manager 24 hours after completion 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.
- 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.
- I understand that a minimum of 2 hours must be spent working in the Office of Housing and Residential Life per week.

**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.

Confidentiality

- 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 a client 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 confidentiality.
- Confidential information must not be shared with anyone else, unless a good, and legitimate reason for doing so exists. If I must talk about something confidential, I will not do so in public.
- I agree to uphold the parameters of confidentiality, and not share any confidential information I obtain through my position with the Office of Housing and Residence Life with anyone else.

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, follow the policies, and procedures set forth by Office of Housing & Residential Life, including but 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: **Guide to Campus Housing, Student Code of Conduct, Student Handbook, Regimental Rules and Regulations** and any additional assigned literature.
- I understand it is my responsibility as a Resident Advisor to model appropriate behavior consistent with being a Resident Advisor.
 - Displaying 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, or 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.*

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.

Resident Advisor Signature

Print Name

Date

Director of Housing and Residential Life

Print Name

Date