

RESIDENT ADVISOR CONTRACT

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 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. **. Room waivers will be applied to the students' account for each semester they are employed with the OHRL.

Eligibility

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

- Must be enrolled in a degree-granting program and maintain a full-time SUNY Maritime student status.
- Must be a full-time 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.*

Disclaimer: 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 within a specific residence hall during my term of employment. I am required to live in that room and may be assigned a roommate if I have not previously requested one.
- I understand that as a member of the student leadership team I may be moved or reassigned at the discretion of the OHRL.

GPA/Credits

- I understand that failure to maintain the GPA requirement of 2.5 may result in an academic probation or early termination from my leadership role. I further understand that once on probation, I may also be subject to non-rehire if academic 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 or utilize services provided by the Academic Success Center on campus.

Administrative Duties

- I agree to complete all paperwork and assignments within the respective timeline as outlined by the OHRL. Mandatory assignments may include, but are not limited to:
 - Occupancy Reports
 - Health and Safety Reports
 - Incident Reports
 - Room Condition Reports
 - Programming (proposal, attendance sheet, surveys)
 - Door Tags
- I understand that failure to complete RCRs correctly and in its entirety may result in charges on my behalf for unreported damages or missing room furniture.
- I agree to proofread all materials before submittal to ensure accuracy of information and conciseness spelling, grammar, and punctuation.
- If applicable, I agree to participate in recruitment, hiring, and training sessions for future applicants to the housing student leadership team.
- I understand that this agreement does not fully encompass all administrative duties that may be assigned to me throughout the contract term. I understand that I must complete additional duties and administrative tasks as assigned by the OHRL related to the scope of my leadership position.

Check-in/Check-out

- I understand that I will assist with all openings, closings, check-ins, and check-outs within the residence halls.
- I agree that check-in and check-out take priority over all extracurricular activities except academics.
- I understand that staff-appointed apparel issued by the OHRL must be worn for all check-ins and check-outs.

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 while on duty, 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 understand that it is part of my responsibility to educate my residents on how to correctly submit a maintenance work order for issue(s) within their room or common areas.
- 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 access to 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 box, drawers, or any housing key is subject for immediate termination from the student leadership team.
- If I lose a housing key, including room, suite, storage, or bulletin board keys, I must immediately inform the housing staff.
- 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 and/or suite.

Training

- I understand that attendance to every training session is mandatory. I understand that it is my responsibility to adjust my schedule and any scheduling conflicts that may interfere with training. Academics are the only exception for missing training.
- I am responsible for reading all training materials in accordance with my leadership position with the OHRL.

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 4 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 submitting all program evaluation surveys, attendance sheets, and photos at the conclusion of each program.
- I understand that I am responsible for all program learning assessments and self-assessment forms at the conclusion of each program.

Outside Commitment(s)/Time Commitments

- I understand that my position is of high priority, second only to academics. Therefore, I will actively balance my academics, student leadership position, extracurricular activities, and personal responsibilities accordingly.
- I understand that it is my responsibility to inform other departments, supervisors, coaches, et cetera, of my obligation to my leadership position with the 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 agree to not possess, furnish, or consume alcohol on campus except during authorized school events where students 21 and older are allowed to consume alcohol in designated spaces.
- I understand that I may not be under the influence of or possess illegal drugs on or off campus, create any public disturbance, be cited for disorderly conduct or violate any city, state, or federal laws.

Safeguarding Information

- I understand that unless a resident or OHRL staff member authorizes disclosure, no information regarding a resident may be disclosed to anyone outside or within the OHRL 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 the individual who entrusts you with confidence.
- When an individual waives confidentiality, staff or students 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 communal areas in the residence halls, dining area, 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 OHRL with anyone else.
- If a student discloses an incident of sexual harassment, stalking, or violence, I must report this incident to the Title IX Coordinator. 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 student leader, I agree to uphold and follow the policies and procedures set forth by the OHRL. These include, but are not limited to The Guide to Campus Housing, Student Code of Conduct, Student Handbook, Regimental Rules and Regulations, as well as any additional assigned literature.
- I understand that it is my responsibility to model appropriate behavior consistent with being in a student leadership position.
 - I will display qualities of maturity, leadership, responsibility, fairness, honesty, and respect.

Discrimination Complaint Procedures

- I understand that I must refrain from any action that discriminates or offends any individual or group of people regardless of race, color, sex, national origin, religion, creed, age, sexual orientation, sexual identity, physical or mental disability, gender identity, marital status, veteran status, or any other characteristic protected by city, state, or federal law.
- I understand that on behalf of the College, it is my responsibility to take steps, when appropriate, to prevent and discourage discrimination and harassment. I understand that 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 action.

Staff Meetings

- I agree to attend all staff meetings schedule by the OHRL or my immediate supervisor.
- I understand that when amply time is given, it is my responsibility to adjust my schedule accordingly to attend staff meetings, in-house workshops and trainings, or other campus events.
- I understand that when applicable, I must notify the OHRL staff at least 24-hours in advance if I cannot attend a meeting or mandatory event.

Essential Personnel:

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

Miscellaneous

- I understand that I must maintain on-going phone service and an active email account as a student leader. It is my responsibility to notify the OHRL if I am unable to do so.
- I understand that my voicemail and email inbox must be maintained regularly so that messages can be delivered and received in a timely manner.
- I understand that my email and phone number will be made available to the OHRL team and/or other essential employees in the case of an emergency.
- I give permission for any photographer working or volunteering on behalf of the OHRL to take photographs of me in connection with housing activities. I authorize the photographers and/or OHRL to copyright, use, and publish the same photos in print and/or electronically without further compensation to me. Publishing of these photos include, but are not limited to the State University of New York (SUNY) and SUNY Maritime website, photo sharing sites, and printed promotional material for the OHRL.
- I agree that the photographers, OHRL, and Maritime College may use such photographs of me with my name identified for any lawful purpose, including for example, publicity, illustrations, and web content.

Termination

- I understand that for unsatisfactory performance or breaches of this agreement I may be terminated from my position by the OHRL, and may no longer be eligible for future positions within the OHRL.
- In the event of an appointment termination or resignation, I understand that the OHRL may relocate my roommate and me.
 - **May be adjusted under certain circumstances determined by the Office of Housing and Residential Life.*
- If a resignation or termination is to occur prior to the mid-semester point, the full room waiver will be removed from my student account and the full room fee will be applied. After the mid-semester point, half of my room waiver will be removed, and the remaining balance for the room fee will be applied to my student account.
- I understand that once removed from my leadership position, all necessary paperwork must be completed and submitted within 2-business days.
- I understand that my student account may also accrue charges for unreturned items, and if applicable, an improper check-out fee and/or fee for an unreturned room key.
- I understand that I will be held liable for any balance on my student account due to a removal from the leadership program.
- I understand that any exception to these terms must have approval from the Director of Housing and Residential Life.

My signature below indicates that I have read and understand the responsibilities and expectations of me as outlined in the student leadership contract and manual. I accept the duties of the position and will perform them as outlined. I also understand that the terms above are not meant to be all encompassing, and the other duties not explicitly indicated, may need to be performed. Should terms of this contract need to be changed, they will only become effective after prior notification. I understand that the appointment to my leadership position may be terminated at such time that I fail to abide by the aforementioned conditions.

Resident Advisor Signature

Print Name

Date

Director of Housing Signature

Print Name

Date