

# Resident Assistant (RA) Level Two

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Under the supervision of the Area Supervisor and the guidance of the Assistant Area Coordinators (AAC), the Resident Assistant (RA) Level Two has general responsibility for assisting students in their personal adjustment to the University, promoting a sense of community within campus housing, providing mentoring and mediation services to residents as needed, and interpreting and maintaining institutional as well as Housing and Residence Life policies and procedures in campus housing. In addition to general responsibilities, the Resident Assistant Level Two position emphasizes peer mentorship, advanced community building, and administrative tasks.

Housing and Residence Life has high expectations for students who serve in student staff positions. It is expected that academic commitments come first. Because of the degree of leadership and responsibility afforded by this role, the RA position should be the principle non-academic activity. Co-curricular and extracurricular activities should not conflict with the time period of employment.

## Minimum Qualifications and Position Requirements

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- A minimum cumulative GPA of 2.5 is required to serve in this position. Must maintain a 2.5 cumulative GPA throughout employment. Candidates below a 2.5 GPA will not be considered.
- Have a positive financial, academic, and student conduct status with Housing and Residence Life and Furman University.
- **Be available from 5:30-7 p.m. each Tuesday evening of the semester** for in-service, committee, and staff meetings.
- Be able to commit 20 hours/week to the role. Some of the time will be scheduled staff meetings. The bulk of the time (10-15 hours) will be spent being available and visible in the assigned community and completing responsibilities autonomously. Most RA responsibilities are self-paced.
- Must reside in an on-campus room designated by Housing and Residence Life.
- Actively participate in online training and professional development activities over the summer.
- Follow the Statement of Ethical Standards for Housing and Residence Life Staff and meet the responsibilities outlined in the RA Agreement.
- Return to campus early each semester to participate in training and opening duties.
  - Fall Training
    - RA Level Two – must return on August 11, 2024. Training begins August 12, 2024.
    - Training is from 8:00 a.m. to 8:00 p.m. each day.
    - No time away is permitted during training and opening (August 11 - August 26).
  - Return to campus early for the Spring 2025 semester—January 9, 2025.
- Stay after housing closes to assist with closing duties in assigned area and North Village.
  - Stay through Winter Closing—December 19, 2024.
  - Stay through North Village Spring Closing—May 11, 2025.
    - Please note this is the day after graduation.
    - All RAs in North Village must work between May 6-11.
    - RAs in South Housing and Clark Murphy may be required to work after housing closes for non-graduating seniors.
- Attend Furman University Peer Educator and Mentor Institute – April TBD, 2025.

\_\_\_\_\_ (initial here) I understand the minimum qualifications and positions requirements outlined above. I have read and understood the dates I am expected to return to campus, participate in training, and stay until the end of semester. I am aware that I must be available and present for staff meetings every Tuesday from 5:30-7:00pm during the semester.

## Terms of Employment

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- Term of employment is August 11, 2024 – May 11, 2025. This is a full year commitment unless you have alerted Housing and Residence Life of a previously accepted Study Away opportunity.
- Rehire for another term of employment is based on past work performance and meeting job qualifications and responsibilities.
- Must maintain at least a cumulative 2.5 GPA and achieve at least 2.5 semester GPA during employment. Staff members not meeting GPA requirements may be required to participate in the academic support program.
- Will not student teach during term of employment.

## Remuneration and Benefits

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Resident Assistants may choose from two compensation options.

- Once you select your option, you are locked in. You cannot change your compensation option during the year.
- Choosing Compensation Option 2 may result in more taxes and withholdings.
- As you choose your compensation option, you should consider your personal financial aid package and other finances.

<p style="text-align: center;"><b>Compensation Option 1</b></p> <p style="text-align: center;">\$3,500.00 stipend per year <i>(This is split between semesters and given as paycheck)</i></p> <p style="text-align: center;">+</p> <p style="text-align: center;">\$2,750.00 housing discount per semester <i>(Awarded to you as financial aid)</i></p> <p style="text-align: center;">= \$9,000.00 total compensation package</p>	OR	<p style="text-align: center;"><b>Compensation Option 2</b></p> <p style="text-align: center;">\$9,000.00 stipend per year <i>(This is split between semesters and given as paycheck)</i></p> <p style="text-align: center;">= \$9,000.00</p>
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- Compensation provided for completion of summer online training requirements via stipend.

## Responsibilities

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### Community Development

- Responsible for providing support and acting as a resource for 16-96 residents depending on assigned community.
- Have intentional interactions with all residents in the hall/building in accordance with community development model to establish positive relationships, build rapport with all residents, and show genuine interest in them.
- Create an inclusive and welcoming environment for all students.
- Participate, be engaged, and be visible in the community.
- Be available to residents. This requires spending time on your floor/in your community outside of programs and desk shifts.
- Be aware of student needs and provide appropriate consultation and referral.
- Support the FRAD in developing and maintaining positive academic practices in the community. Refer residents to the FRAD for academic and transition assistance. *(First Year Communities only)*
- Role model positive personal, academic, and job-related behaviors.
- Complete all activities and programming requirements as outlined in your community's development model.
- Invite the formation of community by promoting community-building activities, open and honest communication among residents, and development of community standards.
- Keep a continuous account of residents in their community and immediately report any issues or concerns to Housing and Residence Life.

- Communicate professionally and appropriately with all residents, prospective residents, and Furman staff/faculty as a Housing and Residence Life representative.
- Serve as liaison between residents and other institutional areas (i.e. Counseling Center, Division of Student Life, University Police, Health Services, and University Chaplain's Office, etc.) and make referrals to appropriate campus resources as needed.
- Oversee the development and completion of at least one community/Village program or committee.

#### Administration

- Maintain desk shifts in the area office as assigned during the week. ***The number of desk hours RAs work varies based on the size of the area staff. Desks are open Monday – Friday 8:30am to 5:00pm with select weekend hours as needed.***
- Use financial resources and other supplies purchased by Housing and Residence Life for activities supporting the departmental mission. Adhere to all University and departmental purchasing guidelines and approval processes.
- Use only the usernames assigned for your use. Give priority to Residence Life-related work when using office computers. Use access for RA role, not personal use.
- Complete room check-in/check-out procedures as directed by the area supervisor.
- Attend regularly scheduled meetings including; bi-weekly one-on-ones with AAC or area supervisor and weekly staff meetings.
- Complete various administrative tasks and reports including, but not limited to: weekly reports, rosters, incident reports, lockout logs, room condition reports, and programming proposals and evaluations. Disseminate current information to residents using bulletin boards and other forms of online communication, email, and community meetings.
- Check all forms of communication daily and respond in a timely manner. This involves email, SyncDIN, SSM mailboxes, etc.
- Assist in emergencies, drills, and other assigned duties such as announced health and safety inspections and end-of-semester closing inspections.
- Share confidential information only with the appropriate people and in the appropriate situations, as warranted by the RA position.
- Assist the Housing and Residence Life staff with staff selection.
- All RAs are required to have time away approved by the area supervisor or designee. RAs are permitted three nights away per month. **Time away is not permitted during Staff Training, Staff Meeting, In-Service Training, Housing Opening, and Housing Closing.**
- Complete area specific key audits on a rotational basis throughout the semester.

#### Policy Enforcement

- Understand, explain, and support all Furman University policies by consistently confronting behavior that disrupts the community.
- Complete incident reports immediately.
- Serve in duty rotation and respond appropriately to crisis situations. Assist with crises such as, but not limited to, medical emergencies, interpersonal conflicts, suicide ideation, and sexual assault. ***The number of duty shifts RAs work during the semester varies based on the size of the area staff. Duty shifts are overnight (5:00pm to 8:30am) during the week and 24-hours (Friday at 5:00pm to Monday at 8:30am) on weekends.***
- Assist the Division of Student Life and University Police in the prevention, investigation, and reporting of misconduct and damage to University property.
- Role model appropriate resident behavior by following all Housing & Residence Life policies, Student Conduct Code, and local, state, and federal laws.
- Role model responsible alcohol use and adhere to the University's alcohol policy, as published in the student handbook.

- ***Refrain from responding to job related responsibilities after consuming substances that may impair your judgement.***
- Always respond to situations, even when not on duty or when in another complex.
- Notify appropriate professional staff when concerned with student behavior.
- Notify appropriate professional staff immediately if a significant event occurs or an outside agency responds (Furman University Police, Greenville County Police, Travelers Rest Fire Department and/or Paramedics).

#### Staff Function

- Portray a positive attitude, enthusiasm, and pride for the student staff positions.
- Support Housing and Residence Life and the student staff team.
- Maintain a positive working relationship with supervisors and keep supervisors informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
- Maintain positive working relationships with fellow staff members, other Housing and Residence Life staff, and Furman faculty and staff.
- Tactfully discuss concerns with staff members and supervisor and express ideas in a meaningful way to resolve interpersonal conflicts.
- Participate in the Staff Mentorship Program.
- Perform other duties as assigned by the Residence Life staff in support of the goals and objectives of Housing and Residence Life and the Division of Student Life.

#### Statement of Ethical Standards for Housing and Residence Life Staff

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I value and understand my role as an **Advocate**. In order to best fulfill this role, I will:

- Seek to understand peoples from whom I am different;
- Demonstrate behaviors that accept and appreciate all individuals;
- Educate myself on issues impacting residents, fellow team members, and all Furman University students;
- Offer constructive ideas and/or suggestions that promote the needs and/or wants of our community; and
- Confront behaviors that infringe upon the rights of others.

I value and understand my role as a **Community Facilitator**. In order to best fulfill this role, I will:

- Create an inclusive environment that strives to meet the needs of all members;
- Encourage community members to establish healthy relationships among themselves and resolve conflicts;
- Support and implement programs which address community needs;
- Recognize the rights and responsibilities of residents and strive to be educational when administering the Student Conduct Code; and
- Educate myself and others on how an individual impacts the entire community.

I value and understand my role as an **Individual**. In order to best fulfill this role, I will:

- Strive to achieve and maintain balance within all aspects of my life so that I am better able to provide service to our community;
- Share information with the appropriate people about personal relationships (sexual, romantic, friendships or other) that may impact my performance, my decision making and/or place me in a situation where a conflict of interest may exist; and
- Accept and give feedback in a constructive manner to assist in the positive growth of all team members.

I value and understand my role as a **Learner/Educator**. In order to best fulfill this role, I will:

- Seek out teachable moments in my advising, supervision, and student responsibilities;
- Strive to be a lifelong learner;
- Offer educational opportunities that foster growth and development;
- Support others in their learning process;

- Share information only when I am confident of its accuracy; and
- Be open to new perspectives and experience.

I value and understand my role as a **Role Model**. In order to best fulfill this role, I will:

- Represent the Housing and Residence Life and Furman University in a manner that supports our mission;
- Abide by all federal, state, and local laws, and conduct myself in a manner that represents the spirit of these laws;
- Adhere to all university policies and respond appropriately to all violations;
- Create opportunities to serve the communities to which I belong;
- Act in a responsible manner when making decisions that impact the department financially;
- Make decisions that positively impact those affected; and
- Respect privacy by sharing information only in the context of helping and/or enforcing policy.

I value and understand my role as a **Team Member**. In order to best fulfill this role, I will:

- Support the mission of this team in acceptance of individual, departmental, and institutional values;
- Seek opportunities to lead and follow and recognize when to do one or the other;
- Strive to be efficient;
- Provide challenge and support appropriately;
- Work to develop and maintain cooperative relationships with other team members; and
- Participate actively and positively within the community.

### **Termination & Resignation**

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I understand that unsatisfactory performance or breach of agreement can lead to termination of my position. If, after appointment, I elect not to assume my duties or find I am unable to perform said duties, I must notify my supervisor immediately in writing that I am resigning from my position.

### **Agreement**

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I have read and acknowledge the Resident Assistant Level Two Agreement. By signing this agreement, I understand all that is expected and required of me as a Resident Assistant Level Two. I also understand I am giving permission to the Department of Housing & Residence Life to access my academic and discipline records and to discuss information relevant to my employment.

I understand that this agreement is subject to the availability of funds and may be canceled if the residence hall(s), or a part thereof, is closed. I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in probation or termination. This Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated with me by the Housing and Residence Life staff within training and throughout the year.

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Signature of Resident Assistant Level Two

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Date

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Print Name of Resident Assistant Level Two

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Signature of Associate Director of Residence Life or Designee

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Date

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Print Name of Associate Director of Residence Life or Designee