

RESIDENT ASSISTANT POSITION DESCRIPTION AND AGREEMENT

RESIDENCE LIFE

UNIVERSITY OF PITTSBURGH

As a staff member of Residence Life, the Resident Assistant works cooperatively with other Residence Life staff members in fulfilling position responsibilities. The Resident Assistant is responsible for promoting the general welfare of all residence hall students and for helping each individual resident develop educationally and personally. The Resident Assistant must act in accordance with and actively support the University in its missions, goals, policies and regulations.

RA POSITION APPOINTMENT DATES

Resident Assistant appointments are made for the entire 2019-2020 academic year. Appointments begin with the start of training on **August 9, 2019**; campus arrival no later than 3:00 pm on this date is expected. Unless otherwise indicated at a later date, you may leave for Winter Recess at 1:00 on **December 15, 2019**, and must return from Winter Recess on **January 4, 2020**, by 3:00 pm. Your appointment ends at 1:00 pm on **April 26, 2020**. Each RA (and half of every building staff) will need to assist with Health and Safety Checks at either Thanksgiving (staying on campus until Wednesday, November 27, until, 12:00 pm) or Spring Break (staying on campus until Saturday, March 7, 2020, 12:00 pm). This schedule will be determined during August 2019 training. All dates are subject to changes to the academic calendar. Throughout this agreement, Residence Life is referred to as RL and Resident Assistant as RA.

RESPONSIBILITIES AND REQUIREMENTS OF THE RESIDENT ASSISTANT POSITION:

1. Fulfill the appointment for the 2019-2020 fall and spring terms, in line with the operational calendar of the residence halls.
2. Learn, support and implement the educational and developmental goals of Residence Life and the Division of Student Affairs.
3. Assist in Orientation events and programming.
4. Demonstrate sensible actions and effective leadership competence. Display proficient oral and written communication skills. Exhibit consistent temperament.
5. Create and maintain a supportive atmosphere within the residence halls that supports academic achievement, developing an inclusive community, and promoting personal development.
6. Attend bi-weekly 1:1 meetings with your Resident Director.
7. Develop an interactive relationship with each resident in your area.
8. Act as a positive role model for residents.
9. Organize and participate in community service projects.
10. Follow through with administrative duties through timely written reports and other established channels.
11. Respond to summer email correspondence from Residence Life, including the creation of social media and virtual communities as assigned, where residents can interact prior to arrival and use the virtual community to promote programming.
12. Hold floor/area meetings to communicate community awareness and development, and to give Resident Student Association representatives (and other student leaders) an opportunity to interact with the residents.
13. Attend weekly Staff meetings. Meetings are held throughout the year on Wednesdays 9:00-11:00 pm.
14. Uphold expectations for student behavior as outlined in the Student Code of Conduct and the Housing Contract; observe, address, and provide a written report of student conduct concerns.
15. Act as an information and referral source by distributing information, promptly referring students with problems or questions to appropriate University personnel, and keeping abreast of University issues and resources. Communicate concerns and issues with supervisor.
16. Assist the Resident Director in the proper operation of the residential area.
17. Assist in aspects of Residence Life staff selection processes.
18. Attend all staff training workshops and required in-service opportunities.
19. Uphold, enforce and follow the rules, regulations, policies and procedures of the University, which are applicable to University employees and/or students.
20. Agree to hold all confidential information, including student educational records and medical information, in trust and confidence, and not to use or disclose it or any embodiment thereof, directly or indirectly, except to perform the duties of my position. I have read the University's FERPA policy (09-08-01), understand that this obligation exists during and after my time as an RA, and understand that violations of that policy or of expected confidentiality in general may lead to my dismissal.

21. Respond to emergencies appropriately in accordance with the training provided by the University and communicate with supervisor.
22. Be available for training period (prior to the opening of the residence halls), beginning **DATE TBD**. Beginning this date the RA will free him/herself from any external commitments and hold the RA training period primary. This training shall be devoted specifically to Residence Life expectations, policies, and procedures.
23. Hold the responsibilities of the RA position to be the primary responsibility outside of academic requirements and accurately and punctually perform all duties assigned and/or described in the RA Position Description and Agreement, Staff Manual and other policies and procedures.
24. Remain current with all University financial obligations.
25. Be away from campus no more than one weekend per month on a non-cumulative basis. The supervisor will be informed at all times when absence from campus is more than one day. Also, to be on campus for PMADD (**DATE TBD**).
26. Hold floor meetings throughout the year as deemed necessary by either the RD or RL supervisory staff.
27. Be evaluated periodically, in verbal and written form, by the supervisor and residents in assigned area.
28. Follow directions given in connection with the job by the RL supervisory staff. This will include the other duties and/or responsibilities as assigned.
29. Help RL and Student Affairs create the best collegiate experience in the world for Pitt students.

COMPENSATION (RA Award)

1. Receive full room (single accommodation in most cases) and a Tier 2 meal plan per term. Meals will be provided only when the residence dining hall is open and/or when the RA is on duty during building opening and closing, workshops or any special duty assignment.

QUALIFICATIONS AND ACADEMIC REQUIREMENTS

1. Remain in good academic standing each term. The undergraduate RA must maintain a 2.5 QPA each term and a 2.5 overall QPA. The graduate RA and Lead RA must maintain a 3.0 QPA each term and a 3.0 overall QPA. The RA will supply a current transcript or proof of good academic standing upon request.
2. Must have sophomore, junior, senior or graduate status for the fall and spring terms during employment. MBA, Law, Dental, Medical School and MAT/Teacher Certification students, as well as other majors involving significant internship or practicum commitments, must submit a formal request to the Director for consideration.
3. Full-time student status is required for each term (undergraduate – 12 credits; graduate – 9 credits) at the University of Pittsburgh during appointment.
4. Display positive residence hall and university experience. Limit participation in other campus organizations to maximize time spent working in the residence hall.
5. Individuals cannot be on academic or disciplinary probation.
6. Residence hall or related experience is preferred.

STIPULATIONS REGARDING ADDITIONAL EMPLOYMENT

1. Resident Assistants are required to request permission, which shall not be unreasonably withheld, from the Resident Director before accepting employment or other cooperative placement outside of the RA position and that such employment or placement shall not interfere with the performance of the RA job. Outside positions are limited to 12 hours per week unless additional hours are expressly requested in writing and approved by an RL supervisor.

PROGRAMMING REQUIREMENTS

1. Each RA will be asked to contribute to the University and departmental objectives for student success, specifically as it relates to student retention and graduation.
2. Each RA will be asked to contribute to the residence hall programming goals as outlined by the Assistant Director for Programming.
3. Each RA is expected to foster and develop relationships with all respective Living Learning Communities, Living Learning Community Liaisons, Faculty Advisors and Living Learning Community students.
4. Each RA is expected to encourage residents to attend campus events and campus programs.
5. Each RA is expected to support the Hall Council and RSA initiatives.
6. Each RA is expected to assist with academic initiatives as they relate to promoting academic success in conjunction with the Outside of the Classroom Curriculum.

DUTY EXPECTATIONS

1. Regular Assignments: Required to follow duty schedule and be in the assigned room one to two specified days, Sunday through Wednesday. Assigned weekends on a schedule made in accordance with the supervisor and RL will include Thursday through Sunday morning. The RA will perform all obligations and leave the building only for specified breaks, meals and emergencies and only after following the appropriate checkout procedures.
2. Non-Routine Weekends (the RA assigned to holiday weekends): Required to be on duty the extra day prior to or after the long weekend.
3. Non-Routine Assignments (when not on duty assignment): Expected to assist in emergencies and all other special assignments as requested.
4. Duty Tours: Required to perform regularly scheduled tours of building during all assigned duty periods.

CONDITIONS FOR RESIGNATION:

1. Notify the supervisor and RL in writing of a decision to resign at least two (2) weeks prior to the effective resignation date.
2. Upon resignation, be relinquished at the time approved by the RL supervisor and relocation to another accommodation, if available, will take place. All subsequent room and board charges incurred will then be the responsibility of the resigning staff member.
3. Turn in all materials provided by Residence Life.

CONDITIONS FOR DISMISSAL:

An RA can be dismissed if:

1. The RA fails to abide by University rules and regulations and/or meet the obligations of this Position Description and Agreement, Staff Manual, training and other University policies and procedures, which shall be grounds for immediate dismissal.
2. Upon dismissal, the RA responsibilities will be relinquished immediately and relocation to another accommodation if available, will take place. All subsequent room and board charges incurred will then be the responsibility of the dismissed staff member.
3. Turn in all materials provided by Residence Life.

By accepting this position, you agree to the terms and requirements set forth above and agree to be fully committed to providing quality service to all residents supportive of the University curricular and co-curricular experience and in accordance with Residence Life and University regulations and standards.

Learning Outcomes:

As a Resident Assistant, we expect you to learn from the position and have new experiences that foster growth and development. The learning outcomes identified for all students in leadership positions are listed below. As you have one on ones with your Resident Director, you will discuss your learning in these areas.

1. Functional and Technical Skills
2. Customer Focus
3. Interpersonal Communication
4. Problem Solving and Critical Thinking