

RESIDENT ASSISTANT POSITION DESCRIPTION AND AGREEMENT

RESIDENCE LIFE

UNIVERSITY OF PITTSBURGH

As an integral part of Residence Life, the Resident Assistant collaborates with other Resident Assistants, Residence Life staff members and Housing staff members in fulfilling position responsibilities. Resident Assistants will effort to ensure the continuum of critical support following the decision to transition to an in-person, socially responsible educational format. 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.

In our current climate, Resident Assistants help their floor community members maintain normality of support and connection to the institution. A successful Resident Assistant is committed to actively engaging with students through remote and socially responsible means while maintaining practices to uphold individual and community health guidelines. For safety purposes, Resident Assistants will fulfill their responsibilities through a hybrid approach; including electronic and socially responsible means of engagement with their communities. Resident Assistants will be focused on individual student support, advocacy, and resource referral. It is expected that RAs maintain contact with their floor community and the individual members to both share resources prepared by the University and to help connect any students who may be experiencing academic and/or personal crisis with the appropriate community resource. This will occur primarily through individual and small group interactions, rather than large group programs due to health guidelines and expectations. 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 2021-2022 academic year. Appointments begin with the start of training in **Early August, Dates TBD**; campus arrival no later than 3:00pm on the arrival date is expected. Unless otherwise indicated at a later date, you may leave for Winter Recess on **Date TBD**, and must return from Winter Recess on **Date TBD** by 3:00pm. Your appointment ends at 1:00pm on **Date TBD**. At this time, we are still identifying protocols for Health and Safety Checks for Thanksgiving and Spring Break. More information will be given as the semester progresses. All dates are subject to changes at the University's sole discretion. In addition, the University reserves the right to terminate any appointment at any time, in its sole discretion. 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 2021-2022 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 Welcome Week 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 weekly Residence Life meetings. Meetings are held throughout the year on Wednesdays 9:30-11:00 pm. These meetings will occur either while being physically distant or virtually depending on the most up to date health guidelines.
7. Attend bi-weekly 1:1 meetings with your Resident Director.
8. Develop an interactive relationship with each resident in your area. Be committed to student success, accessible, and available. Engage residents and make oneself available through electronic or video communication avenues.
9. Act as a positive role model for residents.
10. Follow through with administrative duties through timely written reports and other established channels.
11. Complete pre-training sessions as assigned.
12. Complete Roomcompact Profile.

13. 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.
14. Hold floor/area meetings throughout the year to initiate community awareness and development or as deemed necessary by either direct supervisor or RL supervisory staff.
15. 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.
16. 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.
17. Assist the Resident Director in the proper operation of the residential area.
18. Deploy safety resources to the floor community as provided by the department and university partners.
19. Assist with the delivery of knowledge and referral resources provided by Pitt to students regarding campus and national resources related to well-being and academic success, specifically offered within in a digital environment.
20. Maintain and encourage community health expectations and report any issues or concerns immediately to your direct supervisor.
21. Assist with aspects of Residence Life staff selection processes.
22. Attend all staff training workshops and required in-service opportunities.
23. Uphold, enforce and follow the rules, regulations, policies and procedures of the University, which are applicable to University employees and/or students.
24. 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.
25. Respond to emergencies appropriately in accordance with the training provided by the University and communicate with supervisor.
26. Be available for training period (prior to the opening of the residence halls), beginning **TBD**. Beginning this date the RA will free themselves from any external commitments and hold the RA training period primary. This training shall be devoted specifically to Residence Life expectations, policies, and procedures.
27. 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.
28. Remain current with all University financial obligations.
29. 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 staff member will be away from campus.
30. Be evaluated periodically, in verbal and written form, by the supervisor and residents in assigned area.
31. Follow directions of RL supervisory staff. This will include the other duties and/or responsibilities as assigned.
32. Help RL and Student Affairs create the best collegiate experience in the world for Pitt students.

ROOM AND BOARD WAIVER (RA Award)

1. While appointed, the RA shall receive full room (single accommodation in most cases) and a meal plan per term in the form of a room and board waiver. 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, Lead RA, and RPT 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 duties. Outside positions are limited to 12 hours per week unless additional hours are expressly requested in writing and approved by an RL supervisor.

PROGRAMMING AND ENGAGEMENT REQUIREMENTS

1. Contribute to the University and departmental objectives for student success, specifically as it relates to student retention and graduation.
2. Contribute to the residence hall programming and engagement goals as outlined by the Assistant Director for Engagement and Leadership.
3. Each RA that is assigned to an LLC 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. Provide opportunities for community engagement through small group opportunities or virtual points of connection for community wide involvement.
5. Encourage residents to attend campus events and programs.
6. Support the Hall Council and RSA initiatives.
7. Assist with academic initiatives as they relate to promoting academic success.
8. Fully utilize departmental tools and platforms related to programming administrative tasks.

DUTY EXPECTATIONS

1. Regular Assignments: Required to follow duty schedule and be in the assigned space 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 or other termination of appointment, 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. The RA must return 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