



UNIVERSITY OF CENTRAL FLORIDA

DEPARTMENT OF HOUSING
AND RESIDENCE LIFE

RESIDENT ASSISTANT POSITION DESCRIPTION & AGREEMENT 2017-2018

HOUSING AND RESIDENCE LIFE INTRODUCTION

Department of Housing and Residence Life Mission

The mission of HRL is to provide students living in university housing with safe, well-maintained facilities and programs that are conducive to student learning and success.

In addition to providing supervision and resident services in the living units, Residence Life promotes the personal growth and development of each resident through intentional programming efforts.

Vision for Residence Life

Residence Life is committed to educating inclusive and innovative leaders for tomorrow.

Residence Life Priority

UCF Housing residents will be active, engaged, and productive Global Citizens.

- Each student will understand how to engage positively in communities. (*Community Engagement*)
- Each student will understand how to expand their *Self-Awareness*.
- Each student will understand how to develop *Cultural Competence*.
- Each student will understand how to make a *Global Impact*.

Residence Life Department

The Residence Life team is comprised of 300 student staff members, 22 Graduate Coordinators, 14 Coordinators, a Coordinator of Selection and Student Leadership, a Coordinator of Safety and Security, 5 Assistant Directors, an Associate Director, and the Director of Residence Life and Education. UCF owned and managed residential communities serve a population of approximately 11,000 students. As members of the Student Development and Enrollment Services Division at the University of Central Florida, we believe in the values of Integrity, Scholarship, Community, Creativity and Excellence and utilize those shared values to guide our actions and decisions.

RESIDENT ASSISTANT OVERVIEW

The RA position is a live-in position, whereupon, you are responsible for facilitating a positive community among residents, promoting a safe and comfortable living environment, and serving as a departmental and university representative and role model, all while living in a department assigned unit within a DHRL community. This position description and agreement serves as an overview of the DHRL expectations of your RA position with additional community specific expectations provided by your supervisor.

RESIDENT ASSISTANT RESPONSIBILITIES

Community Development: You will be responsible for building an inclusive community on your floor/building and around your community. Listed below are general community development responsibilities:

- **Area Council/RHA:** Support and work with area councils and the Residence Hall Association. Resident Assistants are required to submit 1 Of The Month (OTM) nomination each month. RAs may be asked to participate in RHA and/or NRHH initiatives (OTM committee, Area Council support, etc.)
- **Initiatives/Committees:** 2nd and 3rd Year staff will be expected to participate in community or department initiatives such as staff recruitment, staff training, renewal efforts, partnership programs with others across campus, and department or community specific committees/teams/collateral assignments as directed.
- **Mediations:** Schedule and facilitate mediations in a timely fashion with residents; document, and refer as instructed by supervisory staff.
- **Resource Referrals:** Direct residents to appropriate resources and inform supervisors as directed.
- **Welcome Ready Checks:** Conduct room checks when preparing for a new resident to move in.

Residential Curriculum: Implement and assist with the assessment of the residential curriculum for your community. The Residential Curriculum will be covered during student staff trainings. At the core of the Residential Curriculum will be the development of individual relationships with each student on your floor(s). Some strategies include:

- **Knight to Knights**
- **Building relationships with each resident**
 - Learn residents' names and greet them by name to create belonging
 - Engage with residents on a regular basis
 - Invite residents to be involved in what you are doing (i.e. going to eat, studying at the Student Union, visiting the student art gallery)
 - Get involved in what your residents are doing (i.e. theatre, sports, music, research, leadership)
 - Be visible and accessible
 - Refer residents to other resources (i.e. faculty, staff, other departments, partners, programs)
 - Encourage involvement and participation in residential student leadership (Area Council and Area Council/RHA programming)
- **Intentional programming efforts**
- **Floor/Community Meetings**
- **Passive activities (includes: flyers, posters, bulletin boards)**
- **Partnership events**

Administrative: You are responsible for various administrative tasks throughout the year. Listed below is a snapshot of items that RAs will be responsible to complete.

- **Incident Report Writing:** RAs are expected to submit well written, timely incidents reports as described and instructed by supervisors.
- **Inventories:** Conduct room inventories prior to move-in, during move-out and throughout the semester for room changes.
- **Fire, Health and Safety/Balcony Checks:** Conduct inspections each semester as directed by your supervisory staff. RAs are also expected to assist with fire drills as directed.
- **Timesheets:** RAs will need to submit completed timesheets to their supervisor biweekly as determined by their Area Coordinator. Failure to adhere to this can result in a delay in compensation.
- **Email:** You are required to use your provided @ucf.edu email as your primary means of electronic communication for work-related emails. You are required to check your email every business day unless on approved leave.
- **Facilities:** Report maintenance concerns or assist residents in how to report their concerns in the same day.
- **Mailbox:** Check your mailbox in your community office daily, unless on your day off or on approved leave.

- **Meetings:** All community DHRL staff meeting times will be decided prior to the start of each semester. Class schedules are the only valid reason that will be factored into this regularly scheduled meeting time. You are required to attend your weekly staff meeting, unless first given permission to be excused from your supervisory staff. You are also required to attend regularly scheduled individual 1-on-1 meetings (30min-1hr) with supervisory staff.
- **Occupancy Checks/Roster Verifications:** Assist in verification of resident occupancy each semester under supervisor direction.
- **Renewal Efforts:** RAs play an important role in renewal efforts by participating in programs and discussions about returning to a Housing and Residence Life community.

Duty: Duty includes, but is not limited to, office hours, rounds – internal and external, lockouts, work orders, RA assigned tasks and incident response, etc.

- **Weekend Duty:** You are required to work Weekend Duty shifts each semester, Friday (4:45 pm)-Saturday (5:00 pm) and Saturday (4:45 pm)-Sunday (5:00 pm) Sunday.
- **Weeknight Duty:** You are required to work Weeknight Duty (Sunday-Thursday), 4:45pm to Midnight in the office and Midnight to 8:00am “on call” (in room to respond to incidents as needed).
- **Game Day Duty:** You may be called upon to cover additional duty shifts on football game days.

Essential Personnel: RAs are considered essential personnel. As such, you will respond as directed to UCF emergency situations. You may be required to be on duty during University-wide events such as hurricanes or other emergencies when all Housing and Residence Life staff are needed. These instructions will come from the Director or his or her designee.

Move-In and Move-Out: You are required to work all DHRL openings/closings of facilities during the 2017-18 year as scheduled by your supervisor.

RESIDENT ASSISTANT REQUIREMENTS AND QUALIFICATIONS

If there are circumstances which may impact your qualifications, or your ability to perform your duties, it is your responsibility to inform your supervisor immediately.

Academic Commitments: We make reasonable accommodations for your academic commitments, but certain responsibilities of the position are non-negotiable. Internships or classes that interfere with the responsibilities outlined in this document need to be discussed with your supervisor.

Background Check: In order to safeguard the student community, the University will request a background check for all applicants. Your hire status is always conditional upon a successful verification. If verification is not successful, all employment decisions will be made by the Director or his or her designee.

Email: You are required to use your provided @ucf.edu email as your primary means of electronic communication for work-related emails. You are required to check your email every business day unless on approved leave.

Enrollment: You must be a currently enrolled UCF student with full-time student status, which is no less than 12 undergraduate units or 9 graduate units a semester, in order to maintain the RA position and full-time student status. Graduate students are not required to be degree-seeking during their time as an RA. You are required to have an Assistant Director's approval to drop below the class registration requirement. Summer class registration is not required for summer employment as a RA, but you must still be an active/enrolled student at UCF. Please note that if you are not enrolled during the summer semester your taxes and compensation may be impacted.

- **Medical Withdrawal and Grade Change:** If you seek to request a medical withdrawal, or grade change, you will communicate with your supervisor immediately. A timeline for departmental approval will be worked out with your supervisor (under the guidance of the Assistant Director) that requires verification from the department/college/registrar.

Government Approval: You must be approved to work by the U.S. government throughout the duration of your employment. Any international student hired to be a RA should consult with International Student Services to verify all pertinent materials are in order to hold the position.

GPA: This is a student leadership position, and demonstrating academic excellence is a departmental value. You must remain in good academic standing with the university during your employment (<http://catalog.ucf.edu/policies/academic-regulations>). Grade checks will be conducted by the Coordinator of Selection Summer, Fall and Spring. Please note, taking courses during the summer is not required to remain eligible for this position, however, grades earned during the summer are calculated into employment eligibility.

You must maintain a 2.50 UCF cumulative GPA for the duration of your employment. If your cumulative GPA drops below 2.50 at any time, you will be placed on employment probation for academics for the next registered semester. Any repeat occurrence of dropping below a cumulative 2.50 GPA will result in a termination of the RA contract. If you are also enrolled at another institution your GPA will need to meet the 2.50 requirement. RAs will be given two weeks to complete grade changes.

Office of Student Conduct: As this is a student leadership position, demonstrating the ability to abide by university regulations, state and federal laws is an important expectation. You must maintain a clear student conduct record from your offer date until the end of employment to remain qualified for the RA position. Violations of any Community Living Guide or Rules of Conduct may result in the termination of the RA position.

Operation of Department Vehicles: RAs must have a valid Florida driver's license and car insurance in order to operate departmental vehicles. RAs must complete the UCF Webcourse utility cart operation prior to operating the vehicles. Vehicles include: utility carts, vans or automobiles. RAs must submit copies of driver's license and proof of insurance to their Coordinator prior to operation of any departmental vehicle.

Outside Employment/Additional Commitments: Due to the responsibilities of the RA position, outside employment and/or additional commitments may only be permitted with supervisor approval. All outside employment/additional activities will be limited to: no more than 14 hours per week. Outside employment/additional commitments that require approval include but are not limited to academic and non-academic internships, time intensive academic commitments and student leadership commitments. Furthermore, RAs should not hold a major campus position or participate in activities which might constitute as a conflict of interest with the RA position. RAs in good standing with the department may seek supervisor approval to exceed the 14 hours.

Performance Evaluations: You will be evaluated, during the Summer, Fall and Spring on an on-going basis by your supervisor. The use of Performance Improvement Plans will be used to improve an identified deficient skill area or behavior. You will be required to complete department surveys, peer and supervisor evaluations by the due dates determined by the department.

Residency and Time Away: Your position requires that your assigned unit/placement is considered your primary place of residence. Additionally, you will be required to sign a housing agreement or Knights Circle lease and you are responsible for reading and understanding all terms and conditions of the agreement/lease. This means that outside of days you are on leave, you are required to live in your assigned

unit. Your assignment/placement is at the sole discretion of the DHRL and may be altered based upon need.

If you resign or are released from your position, you are financially responsible for the remainder of your lease agreement with UCF. You will not be able to continue to live in your assigned RA apartment unit, nor will you be able to sublet the lease of your RA assigned unit. Depending on the terms of being released from the RA position, you may not be approved to remain in our communities.

DHRL encourages staff to take time away throughout each semester to maintain a positive work-life balance. RAs are able to be away up to 16 nights per semester (not including special break duty) without impacting compensation and job status. A night away constitutes any evening in which an RA is not within the community by 3:00am and/or unable to perform their role as essential personnel (i.e. impaired judgement). Staff should contact their supervisor to request evenings away from the community, particularly if it is more than two consecutive days in a row.

RAs working in academic communities (Apollo, Libra, Lake Claire, Nike, Hercules, Neptune) may be required to pay the community nightly rate if requesting to stay over winter break. RAs in academic communities may be approved to work over winter break for a designated number of shifts in place of paying a nightly rate.

Termination of Employment: Employees in Florida are considered at-will employees. This means the DHRL reserves the right to release an employee for disciplinary reasons, instances of occupancy capacity, staffing needs, etc. DHRL will give advance notice for anything not job action related as it is our intention to keep staff in their positions provided they continue to perform well. All job action items are addressed through the employee discipline process. You may be held accountable for any related costs if you resign or are released from your position. Staff who leave their position may incur financial responsibility for associated housing agreement/lease termination fees.

Status of Employment: The RA position is a one year appointment. You are hired to the RA position one year at a time (May to May) and can apply to return the following year. This position description/agreement is effective **5/5/2017** through **5/10/2018**. Staff that resign from this position prior to the end of their RA agreement may incur a financial penalty. Graduating staff should inform their immediate supervisors of their anticipated graduation date at least 1 month prior to graduation. Graduation mid agreement is permitted but may impact placement.

Summer Employment: RAs may be required to work Summer A and/or B. If you wish to be excused from summer RA employment, you must make request with the Coordinator of Selection & Leadership. The Coordinator will make every effort to approve summer away requests for internships, study abroad, etc. Returning staff will receive priority consideration for summer exemptions. Summer work is not guaranteed.

RESIDENT ASSISTANT TRAINING AND DEVELOPMENT

Training and development are priorities to ensure that you are equipped to perform well and in preparation of your next professional step. Our training and development draws from the Social Change Model of Leadership Development. Training is designed intentionally and builds upon itself sequentially. Missing parts of trainings can impact an RA's ability to perform their duties well. Training and development are tracked for new RAs and Returning RAs. Punctuality and attendance at all sessions is monitored. All training and development events are **required**. Life changing events or reasonable academic exceptions may be directed to your supervisor and they will be addressed on a case by case basis. Request to miss any departmental training or development must be submitted to your direct supervisor via email in a timely fashion. Missing any part of training could result in job action including termination of RA contract. RAs can expect to go through training in May, August, and December/January, as well as in-services once a month (as needed). Dates for training are provided in the

“Important Dates” section. It is unusual, and we aim to avoid altering dates, but please note that DHRL does reserve the right to change training dates if needed.

RESIDENT ASSISTANT COMPENSATION

RAs are compensated in the form of a stipend and room accommodation. This is an example of the stipend rates for the 2017-2018 academic year:

- Main Campus (Apollo, Libra, Lake Claire, Hercules, Nike, Neptune): \$4,175
- Towers: \$2,938
- Rosen: \$4,145
- Northview: \$2,908
- Knight’s Circle: \$2,344

If an RA is hired off-cycle, the amount of stipend will be adjusted based on student staff hire date.

Summer stipend (May-August) is a separate amount.

Accommodations:

A requirement of the RA position is that you live in an assigned residential facility. Resident Assistants may have roommates as dictated by university occupancy needs. 100% of room costs are waived. RAs hired after the start of the year will receive a prorated reduction in room costs. RAs that leave the position or are terminated mid-semester will be required to choose another housing assignment or pay the cancellation fees.

Your community placement is subject to change at any time based on departmental needs.

IMPORTANT DATES

To do our best efforts to ensure your best success in the role we provide you these important dates to assist you in your planning. All dates below are mandatory work days.

Spring 2017

1/2/2017	Spring RA Return (11 PM)
1/4/2017	Spring Early Move-In (11 AM) tentative
1/7/2017	Spring Resident Move In
1/9/2017	Classes Start
3/13-3/18/2017	Spring Break
5/4-5/6/2017	Spring Commencement
5/5-5/12/17	Summer Student Staff Training (All RAs)
5/7/2017	Spring RA Release Date (Departing RAs) by 5pm
5/8/2017	Student Staff Moves (1 day turn)

Summer 2017

5/12-5/14/2017	Summer A and C Resident Move In
5/15-6/23/2017	Summer A
5/15-8/4/2017	Summer C
6/16/2017	Summer B RA Training-Community Time
6/21/2017	Summer B Early Resident Move In
6/24/2017	Summer A Resident Move Out (3:00pm)
6/23-6/25/2017	Summer B Resident Move In (9:00am-4:00pm)
6/26-8/4/2017	Summer B

7/31/2017	Knight's Circle Resident Turn/Move Out
7/31-8/16/2017	Knight's Circle Turn
8/3-8/5/2017	Academic, Towers, & Rosen Summer B & C Resident Move Out
8/5/2017	Summer Commencement
8/6/2017	Summer RA Release Date (Departing RAs move-out by 8am)
8/6/2017	Fall RA Move In/Student Staff Moves (1 day turn)

Fall 2017

8/7-8/15/2017	Fall Student Staff Training (All RAs)
8/13/2017	Academic, Towers, NorthView & Rosen Fall Early Resident Move In
8/13/2017	Fall RA Duty Starts in Academic Communities (4:45pm)
[TBD]	Knight's Circle Early Resident Move In
8/13-8/17/2017	Residential Leadership Conference (open to all Fall residents)
8/18-8/20/2017	Academic, Towers, NorthView, Knights Circle, Rosen Fall Resident Move In
8/21/2017	Fall Classes Begin
10/23-11/5/17	RA Candidate Interviews (mandatory; final dates and sessions TBA)
11/22-11/26/2017	Thanksgiving Break Duty
12/10/2017	Fall Resident Move Out
12/11-12/12/2017	RA training (Returner Only)
12/13-14/2017	RA interviews for re-hire
12/15/2017	Commencement
12/14/2017	Fall RA Release Date-Departing RAs Only
12/18/2017	Student Staff Moves
12/20/2017	Fall RA Release Date-Continuing RAs (5 PM)
12/20/2017-1/2/2018	Winter Break Duty (Winter Break-4:45 PM)

Spring 2018

1/1/2018	Spring RA Return (11 PM)
1/ 2-1/5/2018	RA Training (New RAs only)
1/4/2018	Spring Early Move-In (11 AM) tentative
1/7/2018	Spring Resident Move In
1/8/2018	Classes Begin
3/12-3/17/2018	Spring Break
5/3-5/5/2018	Spring Commencement
5/6/2018	Spring RA Release Date (Departing RAs)
5/6/2018	Student Staff Moves (1 day turn)
5/7-5/15/18	Summer Student Staff Training (All RAs)

Summer 2018

5/12-5/14/2018	Summer A and C Resident Move In
5/14-6/22/2018	Summer A
5/14-8/3/2018	Summer C
6/16/2018	Summer B RA Training-Community Time
6/25-8/3/2018	Summer B
6/21/2018	Summer B Early Resident Move In
6/23/2018	Summer A Resident Move Out (3:00pm)
6/23-6/25/2018	Summer B Resident Move In (9:00am-4:00pm)
7/31/2018	Knight's Circle Resident Turn/Move Out
7/31-8/16/2018	Knight's Circle Turn
8/3-8/4/2018	Academic, Towers, & Rosen Summer B & C Resident Move Out

8/4/2018
8/5/2018
8/5/2018

Summer Commencement
Summer RA Release Date (Departing RAs move-out by 8am)
Fall RA Move In/Student Staff Moves (1 day turn)

****All dates are subject to change***

Personal Responsibility: You have read, fully understand and accept the terms and conditions outlined in this position description and agreement and accept the position for the appointment term(s) associated with this position. You also understand that you are responsible for *the UCF Golden Rule*, the Department's *Community Living Guide*, Housing and Residence Life training, policies, protocols or directives from your supervisor. This position is employment and not a voluntary organization/Registered Student Organization (RSO). Your work assigned duties are considered mandatory unless stated otherwise, and your involvement in academics, RSOs and other jobs is not automatically considered a valid excuse to miss employment responsibilities. You are expected to request approval to miss stated work responsibilities.

By signing below, you agree that:

I understand that I must be in good standing with the University and comply with all responsibilities of the Golden Rule and I give the Office of Student Conduct permission to release information about violations to the Department of Housing and Residence Life.

RA Name (Print): _____ **PID:** _____

RA Name (Signature): _____ **Date:** _____

The Department of Housing and Residence Life (DHRL) reserves the right to change and update policies, procedures, protocol, position descriptions, agreements, expectations and any addenda as needed. You will be notified in a timely manner of such changes. You will also be provided an updated copy of this position description and agreement that will require a new signature.