I, _______________________________________________, hereby accept the position of Resident Assistant—Apartments for the 2016-2017 year (August 10, 2016 – May 31, 2017). I agree to fulfill the duties of the position as defined by Residence Life & Dining Services.

Residence Life and Dining Services Mission Statement and Values
Residence Life and Dining Services strives to create an inclusive living and dining environment for students, families, and the campus community by providing a healthy and memorable educational setting which fosters academic and personal growth.

- Safety & Security
- Health & Wellness
- Civic Engagement
- Care & Inclusion
- Support
- Diversity
- Community
- Education
- Sustainability
- Customer Service
- Fiscal Responsibility
- Leadership
- Quality

Position Requirements
As a Resident Assistant, I understand, I will be expected to:

- Maintain a minimum semester GPA of 2.5 and a cumulative GPA of 2.5 throughout your employment as a student staff member (3.0 graduate; 2.0 pharmacy & law).
  - May be granted one semester on probation if you fall below the minimum GPA and credit hour requirements (only one semester will be granted during tenure as an RA). Failure to meet the requirements after probation may result in termination.
- Be enrolled as a full-time student (12 hours undergraduate; 9 hours graduate).
- Not exceed 16 credit hours per semester without the prior approval of the Residence Coordinator.
- Have lived one semester within Residence Life & Dining Services housing (preferred, not required).
- Be available to work over University breaks, including Winter Break.
- Have a positive financial, academic, and student conduct status with Residence Life & Dining Services and the University of Wyoming.
- Be available from 6-8 p.m. each Monday evening of the semester for in-service and staff meetings.
- Be available for training sessions each semester (see Responsibilities).
- Sign a housing lease with Residence Life & Dining Services.

Major Job Components
Community Development
- Participate, be engaged and visible
  - Be prepared, engaged, and present within staff functions and the community.
  - All RAs are required to have vacation days approved by the Residence Coordinator. A maximum of 5 vacation days per month are permitted and must be approved at least 48 hours in advance. All scheduled shifts must be covered.
    - Vacation cannot be taken on the following days:
- August Training—August 10, 2016 to August 29, 2016
- Winter Training—January 17, 2017 to January 23, 2017

- Fulfill all aspects outlined in the UW Apartments Community Development Model.
  - Be available and accessible to residents and spend adequate time in the community.
  - Have and report at least one significant interaction with each apartment unit per semester.
  - Perform and report Early Alert academic follow-up with residents.
  - Create an inclusive and welcoming environment for all residents.
  - Plan and implement regular community events in accordance with the UW Apartment Community Development Model and the Departmental Values.
  - Participate in staff collateral assignments (as determined by Residence Coordinator).
  - Support Hall Senate, the Residence Hall Association, National Residence Hall Honorary, and Resident Assistant Council.
  - Keep residents informed of campus, Departmental, and hall activities by posting fliers and directly communicating with all residents.
  - Role model positive personal, academic, and job-related behaviors.
  - Create an inclusive and welcoming environment for all residents.
  - Plan and implement regular community events in accordance with the UW Apartments Community Development Model and the Departmental Values.
  - Participate in staff collateral assignments (as determined by Residence Coordinator).
  - Support Hall Senate, the Residence Hall Association, National Residence Hall Honorary, and Resident Assistant Council.
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  - Role model positive personal, academic, and job-related behaviors.

- Perform other duties as assigned.

**Staff Function and Interaction**

- Support Residence Life & Dining Services, Residence Education, staff team, and the UW Apartment staff.
  - 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.
  - Perform all administrative functions that the Residence Coordinator or UW Apartments management deems necessary.
  - Maintain a positive working relationship with fellow staff members, other RLDS staff, and UW faculty and staff.
  - Tactfully discuss concerns with staff members and supervisor and express ideas in a meaningful way to resolve interpersonal conflicts.

- Not exceed more than a total of 10 hours of non-academic activities.
  - Recognizing that the RA position comes second only to academics, all non-academic activities (including jobs and clubs/orgs) must be pre-approved by your Residence Coordinator.
  - Recognizing if job performance suffers due to non-academic involvement, Residence Coordinator can require limitations to involvement.
  - Recognizing some academic programs/scholarships require “out of class/after-hours” time (i.e. student teaching, ROTC, performing arts, athletics, etc.), these commitments need to be discussed in advance with the Residence Coordinator.

- Perform other duties as assigned.

**Administrative and Desk**

- Attend training.
  - Training will begin August 10, 2016 and will continue through the first day of classes on August 29, 2016.
  - Winter Training will begin January 17, 2017 and will continue through the first day of classes on January 23, 2017.
- Work ten hours of weekly desk shifts and additional weekend shifts as established by the Department and supervisor.
  - RA shifts include: Monday-Friday 8:00 a.m.-10:00 p.m.; Saturday-Sunday 10:00 a.m.-10:00 p.m.

- Be available to work during holiday/break periods.
  - Thanksgiving/Winter Break/Spring Break: Desk and duty coverage expected.
  - All vacation/travel plans must be approved in advance by supervisor.
  - Desk will operate on shortened hours during University breaks and holidays.

- Assist with all administrative, facility, and operational tasks required as designated by my Residence Coordinator and other RLDS staff.
  - Examples include, but are not limited to: key and equipment inventory, reports, Health and Safety Inspections, etc.

- Communicate professionally and appropriately with all residents, prospective residents, and UW staff/faculty as an RLDS representative.

- Coordinate check-out appointments with residents of assigned area and perform resident check-outs and all appropriate paperwork.

- Communicate with incoming residents pre-arrival to provide information, schedule check-in appointments, and perform resident check-ins and all appropriate paperwork.

- Prepare resident files for check-in, including but not limited to: verifying payments and completed lease agreements, compiling welcome packets, and completing apartment inventory forms

- Perform other duties as assigned.

**Policy Enforcement**

- Serve in an on call rotation for the apartments and perform duty functions as established by the Department and Residence Coordinator to enforce policies, ensure safety, and serve as a resource to community.
  - RAs will hold the phone from 5 p.m.-8 a.m. Monday-Friday and 24 hours on weekends and during University closures and breaks.
  - RAs must remain within the Laramie city limits while on call.

- Review, understand, and uphold all items outlined in the RLDS Policies and Procedures and the Resident Assistant Training and Resource Manual for addressing situations within the community, which includes confronting, reporting, and following up with appropriate people. It is necessary to report all safety, security, health and behavioral concerns.

- Adhere to all Federal and State Laws as well as University and Departmental policies (as outlined in the RLDS Policies and Procedures, Code of Conduct and Resident Assistant Training and Resource Manual) whether on or off campus.
  - Alcohol/Drug Related Examples
    - If under the legal drinking age, you cannot consume alcohol.
    - If over the legal drinking age, you can have/consume alcohol within your apartment in accordance with the RLDS Policies and Procedures.
• If over the legal drinking age, you cannot consume alcohol before or while on duty or performing other duties in relation to my RA position.
• You will not possess/use illegal drugs.

  o Safety and Security Examples
    • You will not misuse my WyoOne ID, room lock combo, master keys or card access system to the UW Apartments and/or residence halls.
    • You will be present for all duty and desk shifts.
    • You will be fiscally responsible with funding and resources provide by the department.
    • You will not speak to any media/communication outlet as a representative of the University or Residence Life & Dining Services.
    • You will not provide transportation to any residents.
    • You will not take personal property of residents or items/supplies purchased by RLDS. This includes but is not limited to: abandoned property, items in the lost and found, and program and office supplies.

  o Other
    • You will not sponsor, lead or otherwise engage in any fundraising activity that is intended to benefit RLDS staff members. (i.e. no fundraising where proceeds benefit dinners, vacations, etc.)

  o UW Conflict of Interest/Conflict of Commitment
    • A conflict of interest occurs when any employee of the University is in a position to affect significantly the business transactions of the University with an organization in which the employee has an interest. University employees have a duty to disclose any such conflict or any set of circumstances which may give the appearance of conflict of interest.
    • A conflict of commitment arises when professional service or research contracted outside the University, consultations or other outside activities (e.g., outside teaching or business) of an employee interferes with the main duties to students, colleagues, and the primary missions and policies of the University. Conflicts of commitment primarily involve questions of obligation and effort, but are often tied to financial payment or other incentives and, in such cases, may also constitute conflicts of interest.
    • Conflicts of interest and conflicts of commitment may constitute a breach of the employment contract and, if not properly disclosed and eliminated or managed in accordance with UW Regulations and Presidential Directives, will result in appropriate sanctions, including the termination of employment, if warranted.

• Perform other duties as assigned.

Compensation
As a part of the employment of being a Resident Assistant—Apartments, Residence Life & Dining Services, will provide:
• Furnished apartment (approximate $443.00 to $970.00 value per month)
• Monthly stipend of $375.00 per month (new RAs) or $400.00 per month (returning RAs who have completed two full semesters)
• $150 Dining Dollars in each fall and spring semesters

Reappointment
I understand that this appointment is only for the 2016-2017 academic year and I must apply for reappointment. Reappointment is not guaranteed as it is contingent on my work performance and departmental needs.

Termination & Resignation
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
I have read and acknowledge the Resident Assistant—Apartments Agreement. By signing this agreement, I understand all that is expected and require of me as a Resident Assistant. I also understand I am giving permission to the Department of Residence Life & Dining Services 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 apartment complex 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 Resident Assistant—Apartments Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated with me by the Residence Life and Dining Services staff within training and throughout the year.

________________________________________  Date ________________
Signature of Resident Assistant

________________________________________
Print Name of Resident Assistant

________________________________________  Date ________________
Signature of Associate Director of Residence Education or Designee

________________________________________
Print Name of Associate Director of Residence Education or Designee