I, ______________________________, hereby accept the position of Resident Assistant for the spring 2016 academic semester, defined as January 19, 2016 – May 15, 2016. I agree to fulfill the duties of the position as defined by Residence Life & Dining Services.

**Residence Life & Dining Services Mission Statement**

Residence Life & 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.

**Residence Life & Dining Services Values**

<table>
<thead>
<tr>
<th>Safety &amp; Security</th>
<th>Diversity</th>
<th>Fiscal Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Wellness</td>
<td>Community</td>
<td>Leadership</td>
</tr>
<tr>
<td>Civic Engagement</td>
<td>Education</td>
<td>Quality</td>
</tr>
<tr>
<td>Care &amp; Inclusion</td>
<td>Sustainability</td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td>Customer Service</td>
<td></td>
</tr>
</tbody>
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**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 my employment as a Resident Assistant.
- Be enrolled as a full-time student (12 hours undergraduate; 9 hours graduate).
  - I understand if I fall below the minimum GPA and credit hour requirements, I may be granted one semester on probation (only one semester will be granted during tenure as an RA). Failure to meet the requirements after probation may result in termination.
- Not exceed 16 credit hours per semester without prior approval of a Residence Coordinator that supervises the RA.
- Have lived one semester within Residence Life & Dining Services housing (preferred, not required).
- Be available to work over university breaks.
- Be in good standing financially, academically, and judicially 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 contract with Residence Life and Dining Services (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).
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 “nights away” approved by a Residence Coordinator. A maximum of 5 nights away a month are permitted, and must be approved at least 48 hours in advance.

- Fulfill all aspects outlined in the Community Development Model.
  - Be available and accessible to residents, spend adequate time on the floor, and regularly interact with the Hall/floor community.
  - Create an inclusive and welcoming environment for all students.
  - Plan and implement regular programming in accordance with the Community Development Model and the Departmental Values.
  - Support Hall Senate and other Departmental Organizations.
  - Keep residents informed of campus and hall activities by posting fliers and directly communicating with all residents.
  - Have effective and meaningful Intentional Conversations with residents.
  - Participate and assist with designated University programs.
  - Perform Early Alert academic follow-up with residents.
  - Role model positive personal, academic, and job-related behaviors.
  - Portray a positive attitude, enthusiasm, and pride for the RA position.

- Perform other duties as assigned.

Staff Function & Supervisor Interaction

- Support Residence Education and my staff team.
  - Maintain a positive working relationship with my supervisor and keep my supervisor informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
  - Perform all administrative functions that the Residence Coordinator deems necessary such as check-in/check-out, room condition sheets, weekly reports, etc.
  - Maintain a positive working relationship with my fellow staff members and other RLDS staff. Should any concerns arise, I will tactfully discuss concerns with the staff member and my supervisor. I will express my ideas in a meaningful way to resolve interpersonal conflicts.

- Review, understand, and uphold all items outlined in the Resident Assistant Training and Resource Manual and the Desk Assistant 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.

- Not to 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 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 your Residence Coordinator.
- Potentially be required to share a bathroom with a staff member of the opposite gender.
- Perform other duties as assigned.

**Administration & Desk**
- Attend training.
  - Winter Training will begin January 19, 2016 and will continue through the first day of classes on January 25, 2016.
- Work nine hours of desk shifts as established by the Department and Residence Coordinator.
  - RAs shifts include: 6:00am-Midnight daily.
- Be available to work during holiday/break periods when residence halls are open.
  - Spring Break: Normal duty coverage expected
  - All vacation/travel plans must be approved in advance by my Residence Coordinator.
- Assist with all administrative, facility and operation tasks required within the building as designated by my Residence Coordinator.
  - Check-ins, Check-outs, paperwork, Health and Safety Inspections, Early Alert Checks, etc. will be required at several times throughout the year.
- Perform other duties as assigned.

**Policy Enforcement**
- Perform duty functions as established by the Department and Residence Coordinator to enforce policies, ensure safety, and serve as a resource to the community.
  - Duty hours are 8:00pm-8:00am daily within the building.
- Adhere to all Federal and State Laws as well as University and Departmental policies (as outline in the *Policies and Procedures, Code of Conduct and Employee Handbook*) whether I am on or off campus.
  - Alcohol/Drug Related Examples
    - If you are under the legal drinking age, you will not consume alcohol.
    - If you are over the legal drinking age and are living in the Washakie Halls, you will not have/consume alcohol within the community.
    - If you are over the legal drinking age, you will not consume alcohol before or while on duty or performing other duties in relation to my RA position.
    - I will not possess/use illegal drugs.
  - Safety and Security Examples
    - I will not misuse my WyoOne ID, room lock combo, master keys or card access system to the residence halls.
    - I will be present for all duty and desk shifts.
    - I will be fiscally responsible with funding and resources provide by the department.
    - I will not speak to any media/communication outlet as a representative of the University or Residence Life & Dining Services.
    - I will not provide transportation to any residents.
    - I 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 supplies.
o Other
  ▪ I will not sponsor, lead or otherwise engage in any fundraising activity that is intended to benefit GRCs/SRAs/RA or other 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, Residence Life & Dining Services, will provide:

  ▪ A single room.
  ▪ Unlimited access meal plan during the academic year.
  ▪ A monthly stipend of $68.75 per month for first-year RAs (total = $550); a monthly stipend of $87.50 per month for returning RAs who have completed two full semesters (total = $700)
  ▪ $100/year Dining Dollars ($50/semester)

Reappointment
I understand that this appointment is only for the 2016 academic semester 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 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 acknowledge and accept that failure to meet the expectations outlined in this agreement may result in probation or termination.

This Resident Assistant Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated with me by the Residence Education staff within training and throughout the year.

______________________________
Signature of RA

______________________________
Print Name of RA

______________________________
Date

______________________________
Signature of Assoc. Dir. of Residence Education or Designee

______________________________
Print Name of Assoc. Dir. of Residence Education or Designee

______________________________
Date