I, _______________________________________________, hereby accept the position of Resident Assistant—Halls for the 2016-2017 academic year, defined as August 10, 2016 – May 14, 2017. I agree to fulfill the duties of the position as defined by Residence Life & Dining Services.

Residence Life & Dining Services Mission Statement and Values
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.

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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 employment as a Resident Assistant (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 prior approval of a Residence Coordinator.
- Have lived one semester within Residence Life & Dining Services housing (preferred, not required).
- Be available to work over University breaks.
- 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 contract with Residence Life & Dining Services.
- Potentially be required to share a bathroom with a staff member of the opposite gender.

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 the Residence Coordinator. A maximum of five nights away a 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 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, implement, and document regular programming in accordance with the Community Development Model and the Departmental Values.
  - 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.
  - Have and report effective and meaningful Intentional Conversations with residents.
  - Participate and assist with Cowboy Connect, Homecoming, Admissions events, and other designated University programs.
  - Participate in staff collateral assignments (determined by Residence Coordinator).
  - Perform and report 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 Life & Dining Services, Residence Education, and staff team.
  - Maintain a positive working relationship with supervisors and keep my supervisors 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 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 to exceed more than a total of 10 hours of non-academic activities.
  - Recognizing the RA position comes second only to academics, all non-academic activities (including jobs and clubs/orgs) must be pre-approved by the 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.

**Administration & 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 nine hours of desk shifts as established by the Department and Residence Coordinator.
  - RA shifts include: 6:00am-Midnight daily.

- Be available to work during holiday/break periods when the residence halls are open.
  - Thanksgiving/Spring Break: Duty and desk coverage expected
  - Winter Closure: All RAs are required to stay until all closing responsibilities are complete and excused by the Residence Coordinator.
    - Winter Break duty will be determined within the fall semester. RAs staying will be paid for daily coverage.
  - All vacation/travel plans must be approved in advance by the Residence Coordinator.

- Assist with all administrative, facility and operation tasks within the building as designated by the Residence Coordinator.
  - Including but not limited to: check-ins, check-outs, paperwork, health and safety inspections, Early Alert checks, etc. that are required at several times throughout the year.

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

- Review, understand, and uphold all items outlined in the Resident Assistant Training and Resource Manual and the Desk Assistant Manual for performing desk functions and addressing issues and needs in the community.

- Perform other duties as assigned.

**Policy Enforcement**

- Serve on call and perform duty functions as established by the Department and Residence Coordinator to enforce policies, ensure safety, and serve as a resource to the community.
  - RAs will hold the phone from 8 p.m. to 8 a.m. Monday-Friday and 24 hours on weekends and during University closures and breaks.
  - RAs must be in the building from 8 p.m. to 8 a.m. while on call.
  - On weekends between 8 a.m. and 8 p.m. RAs must remain within 10 minutes of campus 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 outline 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 will not consume alcohol.
    - If over the legal drinking age, you can have/consume alcohol in accordance with the RLDS Policies and Procedures (alcohol not permitted in Washakie halls).
    - If 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.
- 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 residence halls and/or UW Apartments.
    - 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 supplies.

  o Other
    - You will not sponsor, lead or otherwise engage in any fundraising activity that is intended to benefit GRCs/SRAs/RAs 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—Halls, Residence Life & Dining Services, will provide:

- A single room (approximate $3,008.00 value).
- Unlimited access meal plan during the academic year (approximate $2,638.00 value).
- 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 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—Halls 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 residence hall(s), 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—Halls 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.

________________________________________________________________________ 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