

## **Resident Assistant Guidelines of Employment**

**Fall 2023 – Spring 2024**

The following guidelines have been created to be as transparent as possible about the conditions of employment and expectations for the MTSU Housing and Residential Life Resident Assistant (RA) position. It is imperative that these conditions and expectations are read and understood in order to maintain employment as a Resident Assistant. Failure to abide by the following conditions and expectations may result in probationary status or termination of the RA position. RAs will be required to sign a Statement of Understanding prior to each contracted period of employment. This document will be reviewed and updated, as needed. Any changes made during a period of employment, after the document has been signed, will be communicated to the RAs through their Area Coordinator or the Associate Director of Residential Life.

### **I. Period of Employment and Time Commitment**

- a. RAs are Employed for a period of one Academic Year, beginning two weeks before the Fall Semester Starts, and ending the Sunday after the Spring semester ends.
- b. The RA position requires an average 20-hour per week commitment.
- c. A two-semester commitment (Fall and Spring) is preferred, with Summer options available.
- d. To ensure successful work performance and availability, commitments beyond the RA Position (student teaching, internships, off-campus jobs, on-campus jobs, student leadership positions, and etc) must have prior approval by the supervising Area Coordinator. On-campus jobs are limited to an additional 5 hours on top of the RA position, with approval. Opportunities for additional paid desk shifts in residence halls are also available with approval of Area Coordinator and Associate Director of Residential Life.
- e. Peak work periods require additional work hours, especially during the Opening and Closing of the halls during each semester. These are considered All-In Staff Availability, and will require availability of the hall's staff prior to and following Openings and Closings to assist the Department's and Area Pro-Staff with completing any tasks related to check-in, check-out, and building/area closing procedures.
- f. RAs are required to check their RA mailbox and MTSU Email each weekday and respond, as needed.
- g. RAs are required to attend Staff Meetings and One-on-One meetings. Staff meetings and one-on-one meetings will be based on staff members' academic schedules and will be set at the beginning of each semester.
- h. See Training Section and Staff Duty section for time commitments related to those requirements.

## II. Compensation

- a. Due to the requirement of RAs to live in the residence area that they are assigned, **a free, private room** will be provided within said area. All RAs receive their assigned room for free as a benefit to the position. The value of the room is not taxable income and is not subject to income tax withholding. This benefit is provided as a condition of employment. It is not afforded if campus housing is closed, made unavailable due to emergencies or other unplanned disruptions, or upon a resignation/termination of the RA position.
- b. **Monthly stipend** as stated in the RA Contract.
- c. As an effort to encourage RAs to interact with their residents outside of their assigned area, RAs are provided a **free 100 block meal plan** each semester of their Academic Year contract.
- d. To ease RAs access to their assigned residential area, RAs will receive a **parking pass with a Housing Parking Sticker** in order to be able to park in all reserved Housing Spaces on campus.
- e. Upon approval from the RAs supervising Area Coordinator and the Associate Director of Residential Life, RAs may also take **open desk shifts for an additional \$9 per hour up to 9 hours per week**, as long as the shift is not during the RAs Assigned Duty time.

## III. Training

- a. RAs are required to attend and actively participate in the following training and professional development activities:
  - i. RA Orientation
  - ii. August All Staff Training
  - iii. January All Staff Training
  - iv. Area Staff Meetings
  - v. Area Coordinator/RA One-on-One meetings
  - vi. Periodic Professional and Leadership development sessions
  - vii. Fall Welcome Events
- b. Meals and/or meal stipends will be provided during August and January training periods for Breakfast, Lunch, and some dinners.

## IV. Staff Duty

- a. Each RA is required to provide on-duty coverage of their area. The number of duty nights required per RA will vary by area.
- b. Failure to serve on duty when scheduled may result in termination.
- c. Duty Hours are from:
  - i. 4:30pm-8am on Weekdays – Sunday night through Friday Morning
  - ii. 24 Hours on Weekdays – Friday at 4:30p to Sunday at 4:30p
- d. RAs on Duty are required to keep the duty phone on them at all times and must remain in their area and answer any Duty calls and respond to any incidents within their area while on Duty.
- e. RAs are required to perform Area Rounds 3 times on Weeknights and 4 times on Weekends, per Area Coordinator instruction and discretion.
- f. Additional duty assignments may be required at other times (tornado warnings, fire alarms, emergencies, etc)
- g. RAs must complete Incident Reports and Duty Reports in a timely and accurate manner as directed by professional staff and Housing policy.
- h. RAs not on duty are expected to report incidents or situations which they observe or are reported to them to the appropriate staff, regardless of if it is in their assigned area or not.

**V. Position Expectations**

- a. Housing and Residential Life Resident Assistants must abide by all Housing Policies.
- b. Resident Assistants are expected to complete and pass a background check and complete all HR Paperwork before their first date of employment.
- c. RAs must successfully perform the requirements of the position as documented in the RA Position Description, RA Expectations, and RA Manual.
- d. RAs must abide by expectations set forth by the AC/RD of their area, the AC/RD On Call, and Housing Central Staff.

**VI. Key Usage**

- a. Access to room keys and Housing ID Access are issued for the sole purpose of performing work and/or services of Housing and Residential Life in the Housing Areas.
- b. A room key may not be loaned to anyone other than the occupant(s) of that room.
- c. RAs are required to receive authorization from their Area Coordinator before entering any student room without the student present. RAs are also required to have a fellow staff member accompany them when keying into any student room.
- d. Housing ID Access should only be used to access floors other than their own when performing duties of a Housing Staff Member.
- e. Any misuse of keys may result in termination from the Resident Assistant position.

**VII. Rehiring Process**

- a. All RAs who are wanting to return for another year in the position must go through the Returner Hiring Process.
- b. All pieces of the Returner Application must be completed by the deadline stated in order to be considered for Rehire.
- c. RAs who are wishing to go through the Returner Process will also have their evaluations performed by professional staff as part of the consideration for their return.
- d. Additional factors for consideration are the RAs academic status and disciplinary status at the University.

**VIII. Terminations and Resignations**

- a. Job reprimands, up to and including termination, may result at any time due to an RAs misconduct or failure to abide by any stated expectations or policies.
- b. RAs who are terminated or resign may be ineligible to live in the building or area where they served on staff.
- c. RAs who plan to resign should provide the Area Coordinator with a minimum of a two-week notice.
- d. RAs who resign or are terminated must make all necessary arrangements to begin to pay for room and board. However, if there are no available spaces on campus, the student must plan for their own off-campus housing.

**IX. MTSU and Housing Policy**

- a. All RAs are expected to abide by all federal, state, and local laws; abide by all rules and regulations of MTSU, Student Affairs, and Housing and Residential Life, including, but not limited to, the Housing Contract, Student Code of Conduct, and all RA expectations
- b. Academic Standards
  - i. RA must maintain a 2.5 or better cumulative and semester GPA at MTSU in order to be hired, remain an RA, and in order to be rehired.

- ii. RAs must be registered, full-time students at the University. Approval from Associate Director of Residential Life must be granted prior to taking less than 12 or more than 18 credit hours per semester.
- c. Use of Alcohol and Tobacco Products
  - i. MTSU is a Tobacco and Alcohol-Free Campus
  - ii. No matter the RAs Age, RAs should never have alcohol or tobacco products on their person or in their room.
- d. Online Trainings
  - i. RAs must complete all assigned Online Trainings training and abide by the policies set forth by the University and Housing and Residential Life.
- e. Candidates for the RA position must be in good standing with the Housing and Residential Life department and remain in good standing during their period of employment.
- f. Candidates for the RA position must be in good financial and disciplinary standing with the University and remain so during their period of employment. This includes all standards set by the Student Code of Conduct.
- g. The academic, financial, and conduct-related standing of RAs will be checked at the end of each semester and as needed throughout the year by professional staff of the Housing and Residential Life Department to ensure compliance with the above guidelines.

***By signing the Statement of Understanding, I acknowledge that I understand the above guidelines and agree to abide by them all. Failure to adhere to these minimum expectations may result in job reprimands including termination from the Resident Assistant position.***