Resident Assistant Contract

The Resident Assistants play an essential role within Student Life. Lead Resident Assistants, in addition to fulfilling the normal duties of an RA, take on a leadership role within the staff, acting as a mentor and guide to other RAs, helping to develop a strong RA team, and assisting the leadership team in decision-making and long-term planning.

I. Role of the RA: As staff members of Student Life, the RAs are expected to set an example for residents, while fulfilling the fundamental roles of the RA, as outlined below. There are five objectives for RAs with the sixth being only for Lead RAs
   a. Resource: be knowledgeable about campus and local resources and able to provide accurate information to students.
   b. Safety: be able to identify and respond accordingly to a variety of issues pertaining to student safety on campus in a timely manner.
   c. Community: develop and encourage a respectful and inclusive community.
   d. Student Retention: understand their role in supporting students’ success both academically and socially at the University.
   e. Professionalism: be able to fulfill all their responsibilities as a representative of the university in a respectful, professional manner.
   f. Leadership (Leads Only): provide positive role modeling, mentorship, and leadership to your peers and support to the complex team.

II. Immediate Supervisor: The RAs report to the Assistant Director. Additional duties, tasks, or responsibilities may be assigned by the Dean of Students and Admissions as needed.

III. General Description
   A. RAs must maintain a GPA of at least 2.5 (on a 4-point scale) per semester and cumulatively. An applicant cannot be offered or continue in the RA position without meeting this minimum GPA criterion. If an RA’s GPA falls below the 2.5 threshold while serving, they are either placed on probation for the following semester to help them work to build up their GPA, or in some cases may be terminated based on supervisory discretion. RAs on probation will meet with their supervisor or another staff member to form a plan to bring grades back up with check-ins throughout the semester. If an RA’s GPA falls below a 2.5 at any point during their tenure as a Resident Assistant for a second time, their position will be terminated without exception. (NOTE: If an RA hired has a cumulative
GPA that drops below 2.5 before officially starting the position, that staff member will be released from the position).

B. Each RA is a full time student (minimum: 12 credits for undergraduates; 9 credits for second semester graduating seniors). Enrolling in more than 16 hours of coursework/semester should be discussed with their supervisor prior to course registration. Also, RAs should not drop below the minimum credit hour requirement without discussing this with their immediate supervisor. In their final semester (the semester in which they will graduate), undergraduate RAs may take a minimum of 9 credits with supervisor approval.

C. RAs can hold secondary employment on or off campus with prior permission from their immediate supervisor. However, RA responsibilities are paramount and take precedence. Applicants for the Lead RA positions may not also plan to student teach or hold an off-campus internship during the time that they are employed in this position, though RAs can student teach or hold off-campus internships with supervisor permission.

D. The RA position is an academic year position. For specific dates of the appointment please refer to Section VII. Training to be an RA is a necessary part of the position. Some of the training occurs prior to the beginning of each semester. Other parts of the training will occur throughout the academic year. Be sure to mark the training dates on your calendar and plan to be present for all segments. Please note that these dates vary from weekdays, weekends, days, and nights and are subject to change. As a department, we will give as much notice as possible regarding any changes to training dates and times.

E. The staff will work together to build a duty schedule that will include nights and weekends/nights. When on duty, RAs need to be in their building (9:00 p.m. through 8:00 a.m. the following day). On any night wherein an RA is not on-duty, they are expected to be back in the hall and in their room no later than 2:00am. RAs may request nights off through their supervisor and/or Lead RA.

F. All RAs are knowledgeable about UMM, Student Life, and residence hall policies and procedures. RAs stand ready to explain these as needed to help students, their parents and others navigate UMM.

G. All RAs are students of exemplary character and department. They are positive role models and representatives of Student Life and the University of Maine at Machias. As such, they avoid situations that would have them referred to the student conduct process. However, in the very rare event that an RA is referred to the student conduct process for their conduct (on or off campus), a meeting with the Dean of Students & Admissions or their designee will be scheduled as soon as possible to determine next steps for the staff member. Keep in mind that RAs make responsible and mature choices demonstrating their sound judgment. Conduct unbecoming an RA would be a serious violation of the trust placed in RAs as ambassadors and mentors and may result in termination.

H. All RAs are cooperative and supportive of other UMM departments and outside agencies (the fire department, EMS officials, Machias PD, etc.). Information known to an RA is reported appropriately and in a timely fashion to maximize the opportunity for the most positive outcome/result.
I. The University of Maine at Machias, Student Life, and Residence Life abide by the UMS Sexual Harassment policy. According to this policy, consenting relationships may constitute sexual harassment when there is a work-related power differential because there is the potential for abuse of that power. UMM and Student Life need to maintain an environment free of the abuse of power and sexual harassment, and put practices in place that assure these goals. For these reasons, RAs need to inform their supervisor as soon as a romantic/sexual relationship develops with a building resident or another RA. The Department’s ability to move staff members to other locations within a building is incredibly limited. The Assistant Director or Dean will work with the RA so that everyone fully understands these practices in the context of the policy. Questions and concerns in these situations should also be directed to the Assistant Director. The UMS Sexual Harassment Policy can be found at: http://umaine.edu/studemp/employer-resources/working-with-student-employees/policies/sexual-harassment-policy/

J. All RAs are regularly asked to accept other duties that contribute to the operation of the residence halls, Student Life, and/or the University of Maine at Machias.

K. All RAs are evaluated annually but job performance feedback is provided throughout the year. Feedback may be verbal and/or written. If there are any questions or concerns, the RAs should speak directly with the Assistant Director. In the rare instance where an RA's job performance requires it, an RA may be placed on probation or other status including suspension or dismissal. Be sure to discuss any job-related issues with your direct supervisor. They are here to support and guide you.

L. Lead RAs will take an active role as an ambassador from their staff with the Residence Hall Association (RHA).

IV. Holiday and Break Closings

During the year there are traditional breaks and holidays during which no classes are taught. These include: Fall Break, Thanksgiving Break, and Martin Luther King, Jr. Day. The residence halls remain open for students and are staffed following the regular RA duty schedule. Travel plans for all breaks should be coordinated and discussed with the supervisor to assure appropriate coverage. Additionally, RAs will need to assure that their travel plans do not conflict with the required training schedule in Section VII. Issues and questions should be discussed with your supervisor as soon as they arise.

V. Remuneration

The RA position is a scholarship appointment for 20 hours/week. A residential room waiver will be applied to the RA’s account. Please note that this may impact the student’s financial aid package. All applicants are encouraged to speak with Financial Aid before signing this agreement. A meal plan will be provided for each RA by Student Life. The Lead RAs also receive a stipend, to be paid out biweekly or monthly.

VI. Agreement

(initial here)
By signing the Room and Board license, staff members (RAs) agree to all the policies stipulated for student housing at UMM. Therefore, if an RA does not remain in the RA position they can be provided another on-campus living option at their expense, if space is available. Should the former staff member decline this option and move off campus, yet remain a UMM student, they may be responsible for the financial costs of canceling the Room and Board License.

The board/meal plan is considered a per diem distribution, and as such, if a staff member terminates their employment obligation remaining balances will be removed and not be carried over to the following semester.

VII. Housing Policy (Dorward C-Wing RAs Only) (initial here)
Lead Resident Assistants for Dorward Hall will have the choice of living in a single suite with a private bathroom or a double suite with a private bathroom; in the latter case, the RA would occupy a double room by themselves. This choice must be made in writing prior to general Room Selection for resident students. Each RA who elects to live in a double suite must pull in two roommates who will live in the second bedroom. All RAs and any roommates with whom they wish to live will need to abide by the credit and academic year requirements of their assignment. Please direct any questions to the Assistant Director BEFORE housing assignments are set.

VIII. Dates of Employment (initial here)
Employment dates are determined by the academic calendar and listed below. Staff members should make travel plans/arrangements in accordance with the dates below such that they will be available for training, coverage in the halls, and other responsibilities as assigned.

- Halls open for RAs to move in: Friday, August 14, 2020
- Transportation to Orono: Sunday, August 16, 2020
- Full Staff RA Training Begins: Monday, August 17, 2020
- Residence Halls Open: Friday, August 28, 2020
- Classes Begin: Monday, August 31, 2020
- Fall Break Begins (standard coverage): Monday, October 12, 2020
- Classes Resume: Wednesday, October 14, 2020
- Thanksgiving Break (standard coverage): Wednesday, November 25, 2020
- Classes Resume: Monday, November 30, 2020
- Fall Semester Hall Closing: Saturday, December 19, 2020
- Res Life staff can leave after halls close: Sunday, December 20, 2020
- January RA Move-In***: Wednesday, January 13, 2021
- RA Training Begins***: Wednesday, January 13, 2021
- Halls Open for Spring Semester: Monday, January 18, 2021
- Spring Break Begins: Friday, March 12, 2021
- Classes Resume: Monday, March 22, 2021
- Spring Semester Hall Closing: Saturday, May 8, 2021
- Res Life staff leave after halls close: Sunday, May 9, 2021

*** - tentative, dates may change
IX. **Closed Dates**

Residence Life staff will need to assist with certain events/activities and RAs should be sure to plan accordingly. These events/activities include but are not limited to:

- **Move In and Welcome Weekend**
  August 28 - August 31, 2020
- **Homecoming Weekend***
  September 25 - September 28, 2020

*Other events as identified by the Assistant Director

By signing this position description you are agreeing to uphold the expectations of the Resident Assistant position and you are accepting the terms of the University of Maine at Machias Housing Room and Board License Agreement.

Signature: _______________  Printed Name: _______________  Date: _______________

Student Life, University of Maine at Machias