Office of Housing and Residence Life

Resident Assistant Position Description
2013-2014

Residence hall living provides many unique opportunities to stimulate the intellectual and social development of students.

The Resident Assistant (RA) is a student leader who is employed by the Office of Housing and Residence Life (OHRL) and selected based on their intellect, leadership qualities, willingness to assume responsibilities and ability to relate to residents. As an RA, you are charged with the development and creation of a residential environment that promotes and enhances the social, academic and diverse pursuits of our student population. The RA serves as a resource for our residential students and is responsible for creating an environment conducive to academic success. The RA accomplishes this through their day to day responsibilities as well as the other responsibilities listed below.

RAs must remain flexible and creative enough to be a friend, advisor, activity coordinator, source of referral information, educator and authority figure. In addition, RAs should be committed to their own personal growth and education.

Qualifications
In order to be eligible to apply for and maintain a Resident Assistant position, you must meet the following qualifications:

- Must have been an FGCU student for at least 1 semester
- Must have a cumulative GPA of at least 2.5
- Must be in good disciplinary standing with the University
- Must be a student enrolled in at least one credit hour per semester at FGCU

North Lake Village and West Lake Village RA’s are paid a stipend of $750 per semester (pay increases for returning RAs will be based on a performance evaluation) plus housing accommodations. South Village RA’s are provided housing accommodations for each semester in a single occupancy (no roommate) room. South Village RA’s also receive a 100-block meal plan per semester as part of their compensation. Meal plans are accepted at SoVi Dining (Fresh Food Company) and the Food Truck. Dining dollars can be redeemed at any retail location in the Cohen Center or on campus. West Lake Village RA’s are on a 11 ½ month contract and will be required to stay through the end of the summer.

The RA’s room, stipend and/or meal plan is based on a twenty-hour work week. RAs work at their assigned community desk five hours each week. The remaining hours are spent reporting maintenance concerns, enforcing policies and regulations, creating bulletin boards, and taking an active role in programming, building functions, advising individual residents, attending staff development and training programs, being on-call and executing other duties assigned by the Resident Director.

RAs are required to participate in training programs and other events as deemed necessary for purposes of further developing leadership, advising, programming, and administrative skills.

The following outlines the RAs responsibilities to the Office of Housing and Residence Life and the assigned residence building. The Resident Director may assign additional tasks.
1. Supporting the Office of Housing and Residence Life (OHRL):

   A. Support the department’s vision, mission, core values, and commitment to diversity at all times
   B. Be supportive of and cooperative with the OHRL and FGCU staff
   C. Assist with and attend major university functions, as needed (i.e. Welcome Week Programs, Eagle Expo, Harvest Party, etc.)
   D. Make a concerted effort to attend OHRL programs or notify the respective Resident Director if not attending
   E. Assist with evacuation of residents and shelter management during a hurricane threat to the University

2. Administrative Responsibilities:

   A. Understand, explain, follow and enforce all University and Housing policies and regulations
   B. Be familiar with all printed material directly affecting the operation of the OHRL, including forms, community guide, current procedures and the staff manual
   C. Return to campus early at the beginning of each semester to attend training sessions and attend all assigned staff development and training sessions during the year
   D. Be on-call during the week, weekends & holidays as required by the Resident Director
   E. Report maintenance concerns
   F. Complete necessary room-checks and other assigned tasks in preparation for any openings and closings of various apartments
   G. Check residents’ rooms for correct check-in/check-out procedures and damages
   H. Spend no fewer than twenty (20) hours a week within your building working on assigned tasks, including five (5) hours as a desk worker
   I. Inform the Resident Director before leaving town
   J. Maintain regular contact with the Resident Director and other staff members in order to ensure adequate communication
   K. Participate in one-on-one sessions with the Resident Director
   L. Perform and direct all emergency procedures
   M. Disseminate necessary information to residents, including University regulations, policies and consequences for violations
   N. Complete new bulletin boards each month
   O. Complete health and safety inspections twice a semester

3. Programming/Community Development:

   A. Involve residents in programs developed by the OHRL
   B. Create a community within the assigned building/ floor/ wing or village area
   C. Spend an adequate amount of assigned work time with assigned building, as determined by the Resident Director
   D. Be available to residents
   E. Refer residents with physical, emotional or personal problems to appropriate agencies
   F. Maintain reasonable expectations for behavior within the building, dealing appropriately with infractions of policies and assist with developing building self government
   G. Develop and emphasize a community environment and always remember you are a role model
   H. Implement the Community Development Model for your assigned community

4. Interaction With Residents:
A. Establish appropriate rapport with each resident
B. Encourage residents to become involved with the University, the OHRL, and student groups
C. Be open to resident complaints and criticisms, responding appropriately to them along with representing their concerns and needs to other residents and staff
D. Build and support the individual resident’s self-development

5. Role Modeling/Professionalism:

A. Serve as a student ambassador, positively representing FGCU and the OHRL at all times
B. Respect the confidentiality of communications between residents and staff, withholding sensitive information from those without a professional need for it
C. Demonstrate a caring and supportive attitude toward others and being understanding of those whose lifestyles and behaviors vary from your own
D. Encourage good study habits, provide appropriate resources to those who have academic difficulties
E. Serve as an academic and social role model
F. Develop an atmosphere of mutual concern, support and cooperation

6. Personal Responsibility and Ethical Behavior:

An RA must be organized and have great time management understanding for the RA position as well as attend all weekly staff meetings. As responsible individuals and as employees of Florida Gulf Coast University, personal conduct is a matter of importance, both on and off-the-job. On-the-job courtesy, cooperation and a positive attitude in all dealings are necessary. Off-the-job activities are personal, but may affect your employment. Activities that bring discredit to you may reflect on the university; therefore, the university expects you to observe acceptable standards of behavior, to abide by established laws, and to avoid any inappropriate actions that may involve the university in your personal affairs.

7. Outside Commitments and Employment Expectations:

A. The RA position is expected to be the first priority with regard to your non-academic commitments. Any other non-academic commitment that you have must be limited to no more than 10 hours each week. If you wish to hold another position of employment within or outside the University, you must request approval in writing from your Resident Director PRIOR to accepting any other positions. Only upon written approval from your Resident Director, may you pursue other employment. If it is determined that your outside commitments and/or employment interferes with your ability to fulfill the responsibilities of the Resident Assistant position, your Resident Director may rescind their original approval for outside employment/commitment hours.
B. RAs may not hold an executive board position or be a building representative to the Resident Housing Association (RHA).
C. RAs may not hold an SG executive administrative officer position as defined by the SG Constitution. If you wish to hold any non-Executive administrative officer SG position, the position can require no more than a 10 hour per week commitment and cannot be a conflict of interest with your RA position.
The purpose of this calendar is to help you plan for campus and department activities throughout your year on staff. Below are fixed tasks we know occur each year with dates and times subject to change. The Director of Housing at any time may require the residence life staff to handle other tasks during campus activities that affect the residence halls or tasks that deal with emergencies. It is strongly advised that you check with your supervisor upon accepting your position and throughout your employment before making all domestic and international flight reservations as well as any other commitments that conflict with the dates below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Commitment Affects</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, March 15th</td>
<td>4:00 PM</td>
<td>2013-2014 RA Staff</td>
<td>Contract, Remuneration Agreement, and Roommate Request Form (if applicable) Due to Housing Office, 2nd Floor of Commons</td>
</tr>
<tr>
<td>Thursday, March 28th</td>
<td>9:30 pm</td>
<td>New &amp; Alternate RAs</td>
<td>New &amp; Alternate RA Meeting (5th Floor Osprey Hall)</td>
</tr>
<tr>
<td>Friday, March 29th</td>
<td>3:00 pm</td>
<td>2013-2014 RA Staff</td>
<td>RA Meet and Greet (5th Floor Osprey Hall)</td>
</tr>
<tr>
<td>Tuesday, July 30th</td>
<td>N/A</td>
<td>RLTA’s</td>
<td>RLTA check-in/move-in</td>
</tr>
<tr>
<td>Wednesday, July 31st – Saturday, August 3rd</td>
<td>N/A</td>
<td>RLTA’s</td>
<td>RLTA Training</td>
</tr>
<tr>
<td>Thursday, August 1st</td>
<td>N/A</td>
<td>All Staff</td>
<td>New and Returning RAs check-in/move-in</td>
</tr>
<tr>
<td>Sunday, August 1st – Sunday, August 18th</td>
<td>N/A</td>
<td>All Staff</td>
<td>Fall RA Training</td>
</tr>
<tr>
<td>Monday, August 19th</td>
<td>8:00 AM</td>
<td>Campus</td>
<td>Fall Term Classes Begin</td>
</tr>
<tr>
<td>Saturday, August 19th</td>
<td>8:00 AM</td>
<td>Campus/All Staff</td>
<td>Eagle Expo</td>
</tr>
<tr>
<td>Monday, December 9th – Monday, December 16th</td>
<td>All Day</td>
<td>All Staff</td>
<td>Fall Check-out Week</td>
</tr>
<tr>
<td>Sunday, December 15th</td>
<td>N/A</td>
<td>Campus</td>
<td>Commencement</td>
</tr>
<tr>
<td>Friday, December 20th</td>
<td>11:59 pm</td>
<td>All Staff</td>
<td>RAs released for Winter Break</td>
</tr>
<tr>
<td>Wednesday, January 1st – Friday, January 3rd</td>
<td>N/A</td>
<td>All Staff</td>
<td>Spring RA Training</td>
</tr>
<tr>
<td>Saturday, January 4th – Sunday, January 5th</td>
<td>All day</td>
<td>All Staff</td>
<td>Spring Check-In</td>
</tr>
<tr>
<td>Monday, January 6th</td>
<td>8:00 AM</td>
<td>Campus</td>
<td>Spring Term Classes Begin</td>
</tr>
<tr>
<td>Saturday, January 25th</td>
<td>All Day</td>
<td>All Staff</td>
<td>RA Group Process</td>
</tr>
<tr>
<td>Saturday, February 15th</td>
<td>8:00 AM</td>
<td>Campus/All Staff</td>
<td>Eagle Expo</td>
</tr>
<tr>
<td>Sunday, May 4th</td>
<td>N/A</td>
<td>Campus</td>
<td>Commencement</td>
</tr>
<tr>
<td>Monday, April 28th – Monday, May 5th</td>
<td>All Day</td>
<td>All Staff</td>
<td>Spring Check-out Week</td>
</tr>
<tr>
<td>Friday, May 9th</td>
<td>11:59 PM</td>
<td>All Staff</td>
<td>RAs released for Summer</td>
</tr>
</tbody>
</table>
Resident Assistant Contract
2013-2014

As a Resident Assistant, I have read and agree to the Office of Housing & Residence Life’s position description, RA commitment calendar, remuneration, duties and obligations. By signing this document, I agree to the dates of employment as listed, to uphold the responsibilities of my position, to abide by and enforce the policies of the Office of Housing and Residence Life and Florida Gulf Coast University and to maintain a minimum cumulative GPA of 2.5.

As an on-campus resident, I have read and understand the Terms and Conditions of the Housing Agreement. By signing this employment contract, I agree to abide by and be legally bound to all sections of the Terms and Conditions of the fall 2011/spring 2012 Housing Agreement.

DATES OF EMPLOYMENT: August 1, 2013 – May 10, 2014

The Florida Gulf Coast University Office of Housing and Residence Life will provide more information and prepare you for the position.

Note: RA Training/Move-In is scheduled for August 1, 2013-August 18, 2013

RA Name: ______________________________________ Cell Phone: ____________________________
(Print Legibly)

_________________________________________________ Date
Resident Assistant’s Signature

_________________________________________________ Date
Resident Director’s Signature

_________________________________________________ Date
Assistant Director of Housing and Residence Life’s Signature
South Village
Resident Assistant Remuneration
2013-2014

Remuneration for the South Village Resident Assistant position consists of (1) a 100-block (or equivalent) meal plan per semester; (2) on-campus accommodations (single occupancy bedroom) at the current rental rate; and (3) miscellaneous benefits associated with the position, such as staff shirts, training materials, meals during training and recognition items/events.

The Office of Financial Aid considers the value of the room as a resource when calculating an RA’s eligibility for other forms of aid. Please direct specific financial aid questions to the Financial Aid Office.

Remuneration is in exchange for an average of 20 hours per week. Five hours are spent specifically working at their buildings reception desk. The remaining hours are spent as follows:

- reporting maintenance problems,
- enforcing policies and regulations,
- taking an active part in hall and building functions,
- planning and implementing activities and events for residents,
- completing hall and building bulletin boards,
- counseling individual residents,
- interacting with all hall residents,
- attending staff development, training programs, and residence life team meetings,
- participating in on-call rotations, and
- executing special tasks assigned by the Resident Director

Resident Assistant Training
The Resident Assistant’s contract begins approximately 2 ½ weeks before fall classes and during that time period, RAs are expected to participate in a specialized training program. The training program is designed to prepare the RA for his/her position responsibilities and contribute to his/her effectiveness in working with residential students. The training program schedule is sensitive to the part-time status of the Resident Assistant position, but may involve a time commitment slightly greater than a typical RA workweek. In recognition that during some other weeks of the semester the RA’s responsibilities may not command a full 20-hour commitment, Resident Assistants are expected to participate in all required aspects of this training program.

Reception Desk
Each semester, Resident Assistants have the opportunity to choose one desk shift (2.5 or 3 hours) during the week and a two hour shift during the night they are on-call to meet the required five hours per week. The desk coverage schedule is set so that each RA works 5 hours a week. On occasion, special circumstances may arise for a need for extra hours to be worked at the desk. At these times, RAs will be offered extra hours for extra pay (at an established hourly rate). Extra hours must be logged and approved on Gulfline.

All time worked must be logged on the timesheet provided at the desk and only extra hours should be logged on Gulfline. It is the responsibility of each RA to log time worked. Time entered must be in increments of 15 minutes. If an RA arrives late for his/her shift, he/she must sign in using the next 15-minute increment (arrival time: 1:08 - enter 1:15). Time sheets and extra hours must be completed and submitted by 8:00 am the Monday following payday. Incomplete or inaccurate time records may result in loss of pay and/or employment disciplinary action.

Shift changes must be requested at least 48 hours in advance through the Program Assistant. If the shift needing coverage is part of the required weekly 5 hours, the shift must be switched with another RA. If the hours being covered are NOT part of the required 5 hours and are additional hours, then another RA can cover the hours without a switch.
South Village
Resident Assistant Remuneration
2013-2014

RA Name: ________________________________ Date: ______________________

Please initial each blank below

____ I have reviewed the “Resident Assistant Remuneration” document.

____ I understand that my remuneration requires I work 5 hours weekly at my building’s reception desk.

____ I understand that if I receive financial aid, the value of the room may affect my financial aid award and I should direct specific questions to the Office of Financial Aid.

____ I recognize the difficulty in determining the exact hours for my position because I am both a student living in a University residence hall and a part-time staff member of the OHRL responsible for serving in a leadership & advisory capacity for the resident student group assigned to me. Given these types of responsibilities and duties, I agree twenty hours per week is reasonable to complete the position responsibilities.

____ I understand that the time commitment required during RA training may be slightly greater than a typical workweek. I accept this expectation, knowing other weeks during my tenure as a RA I may invest less time than for which I am being compensated.

____ I understand if I cannot work the required shift, I must seek a switch with another RA and have this switch approved according to the stated procedure.

____ I understand if I cannot work my required five hours due to an emergency or other unforeseen circumstance and cannot secure a switch, I must inform my RD immediately. I understand that I will be asked to make up the hours missed.

____ I understand I have the option to work additional hours (only as the desk schedule permits) and I will be paid additional monies for these hours.

____ I understand I must log ALL hours worked at my buildings reception desk on my timesheet located at the desk and additional hours on Gulfline by 8:00 am the Monday following payday.

____ I understand that I cannot record hours worked during one pay period on the electronic time sheet designated for a later pay period.

____ I understand that inaccurate reporting of my work hours – required or additional – could result in loss of pay and/or employment disciplinary action.

______________________________
Resident Assistant Signature

______________________________
Date
South Village- Resident Assistant Remuneration
2013-2014
Meal Plan Expectations

Remuneration for the South Village Resident Assistant position includes a 100-block meal plan (or equivalent) per semester. The block meals may be redeemed at either the Fresh Food Company located behind Everglades Hall or at the Perch located in the Student Union. Dining Dollars may be used at any dining location on campus (including Subway, Taco Bell, etc.).

The Fresh Food Company is located within South Village, directly behind Everglades Hall. South Village residents are being encouraged to purchase a meal plan. Thus, this dining services location will be an integral part of the First Year Residence Experience program. The Office of Housing and Residence Life has committed to providing South Village Resident Assistants (RAs) with a meal plan in order to encourage communal dining at the Fresh Food Company location. Because of this unique remuneration agreement and its’ importance to the First Year Residence Experience program the following expectations must be met by South Village RAs:

*Please initial each blank below*

______ I understand that in lieu of a cash stipend I am being provided with a 100-block meal plan per semester. Due to the importance of the residential dining experience, I do not have the option to choose a cash stipend over the meal plan.

______ I understand that I cannot sell or transfer my meal plan to another individual.

______ I understand that once my 100 meals and Dining Dollars run out, they will not be replenished until the following semester.

______ I understand that I am expected to dine at the Fresh Food Company dining location at least 3 times per week. I am encouraged to dine with residents to further develop the sense of community within my hall and the building.

______ I understand that my behavior in the dining facilities must reflect my position as a Resident Assistant.

______ I understand that if I wish to upgrade my meal plan, I will pay the price difference and I will notify my Resident Director prior to August 1st in order for the correct plan to be placed on my account.

______ I understand that the misuse of my meal plan and/or failing to meet the above outlined expectations will result in employment disciplinary action.

_______________________________________________________  ______________________
Resident Assistant Signature                                Date