SUMMER RESIDENT ASSISTANT CONTRACT
2018

Name: ___________________________ Hall: _____________ Room: ___________

<table>
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<tr>
<th>Summer 2018</th>
<th>ALL Resident Assistants</th>
<th>ARRIVAL</th>
<th>DEPARTURE</th>
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<td>Wednesday, May 16th 9am-5pm</td>
<td>Sunday, July 29, 2018</td>
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Responsibilities of the Position
Resident Assistants (RAs) are integral staff members of the Office of Residence Life. RAs have the most direct contact with residence hall residents. RAs are typically assigned to approximately 20-40 residence hall residents. RAs articulate to residents the philosophy and policies of Residence Life and Mercer University. They represent Residence Life and Mercer by serving as a primary role model for residents. The seven basic RA position responsibilities include: 1) Community Facilitator, 2) Referral Agent, 3) Team Member, 4) Programmer, 5) Administrator, 6) University Representative, and 7) Safety/Security Agent.

RA Status- Must be a current Resident Assistant for the spring semester and have been a Resident Assistant for at least 1 semester.

Terms of Employment
- RA must have been a full-time student in the last spring semester.
- RA must be in good standing with Mercer University and the appropriate academic college.
- RA must remain in good judicial standing with the University and Office of Residence Life.
- RA must comply with all departmental, university, local, state, federal policies, and laws.
- RA must live on campus in assigned room during the time of employment.
- RA will be required to meet a minimum 2.5 cumulative grade point average and a 2.5 semester grade point average at the time of applying and throughout their term of employment.
- RA should not work more than 20 hours outside work, internships, etc.
- RA should not carry more than 9 hours of course work per summer session unless he/she receives prior written permission from the Area Coordinator. In cases with extremely low semester and/or cumulative GPAs, as determined by a member of the Residence Life Team, an RA may be terminated from his/her position immediately.
- RA is hired for the entire summer (May-July). Residence Life does not usually permit mid-semester or mid-year transfers to another building assignment at any time.
- RA must participate in all scheduled staff training sessions.
- RA is expected to abide by and enforce all published policies by Mercer University and the Office of Housing and Residence Life.
- RA will report for work the day indicated, remaining until the day specified, each semester by the Office of Housing and Residence Life. Staff should not anticipate leaving their position prior to the official hall closing date and time for fall and spring semesters.
- All students living on campus are required to sign a Housing Contract, which applies to the entire academic year. Leaving the RA position, for any reason, including resignation or termination, during the term of the housing contract will not release an RA from his/her housing contract and he/she will be responsible for fulfilling the terms of his/her housing contract, including completing cancellation paperwork by the designated deadlines. In the event of resignation or termination, the RA will be required to move from the designated RA room assignment to another available space on campus within 72 hours of the resignation or termination. If an RA resigns or is terminated and wants to move off campus, there will be a 75% room buy-out fee charged for the entire academic year contract. Review the housing contract for specific information regarding cancellation dates and buy-out rates.

Compensation
- Compensation includes an RA room with utilities, cable, and internet service provided during the appointment term to which they are assigned.
- The RA will receive a total of 10 nights away per semester.

RA Assignment
- Each RA’s area assignment is the sole decision of the Residence Life Leadership Team.

RA Responsibilities
- **Community Facilitator:**
  - Be visible, available and accessible to all residents on his/her assigned floor and spend quality time with residents on a regular basis. This includes visiting residents informally in their rooms, eating meals with residents, and providing time for residents to stop in and visit the RA when the RA’s room door is open.
  - Provide floor and bulletin board decorations approved by his/her supervisor, which meet the Office of Residence Life regulations prior to fall and spring residence hall opening.
  - Receive approval from his/her supervisor regarding all written communications between an RA and his/her residents, such as letters or flyers.
  - Welcome and introduce him/herself to each resident on his/her assigned floor at the beginning of Fall and Spring semesters.
  - Hold a mandatory floor meeting during the first week of each academic semester to welcome his/her residents, socialize and review Mercer University and Residence Life policies and procedures. Hold a floor meeting prior to the end of each academic semester to review necessary hall closing procedures, etc. if required by his/her supervisor.
  - Know all first and last names of his/her residents within the first three weeks of each academic semester.
  - Actively encourage his/her residents to participate in all floor, hall, and campus opening activities.
  - Effectively address resident and floor conflicts, issues and situations in a timely manner. This includes appropriate follow-up with his/her supervisor and residents.
  - Stop rumors and misinformation. RAs will not encourage or propagate rumors or misinformation among residents.
  - Consistently encourage personal responsibility upon the part of all floor members.
  - Encourage residents to get involved in Hall Government, RHA and other campus/community organizations.

- **Referral Agent:**
  - Maintain a working knowledge of campus and community resources in order to properly assist residents with issues and concerns.
  - Act as a referral agent for residents and assist them in finding appropriate campus and community resources.
  - Assist residents with personal, social, and academic needs and refer residents to the appropriate campus resources whenever needed as well as discuss any referrals made with his/her supervisor.
  - Maintain a working knowledge of campus and community resources in order to properly assist residents with issues and concerns.
  - Act as a referral agent for residents and assist them in finding appropriate campus and community resources.
  - Assist residents with personal, social, and academic needs and refer residents to the appropriate campus resources whenever needed as well as discuss any referrals made with his/her supervisor.

- **Team Member**
  - **Training**
    - Attend and participate in all staff training sessions. These dates include, but are not limited to: **Summer Training (May 16-18 2018)**
    - During RA Training periods and through the first week of classes each summer session, the RA position is first priority. Permission to miss any part of RA Training or Hall Opening/Closing procedures is rarely granted. Such requests by an RA must be discussed with his/her supervisor. **Requests must be submitted at least two weeks in advance.**
  - **Staff Meetings/Expectations**
    - Attend and actively participate in weekly staff meetings; contribute to the efficient functioning of the assigned floor and residence hall.
    - Meet all additional requirements and expectations outlined by his/her supervisor and the Office of Residence Life.
    - Serve as support staff to the Office of Residence Life in various capacities including but not limited to:
      - Administrative tasks within the central office
      - Maintenance of Resident Assistant Support Materials
      - Support for Campus Events
  - **Communication and Rapport**
    - Maintain ongoing constructive communication with Area Coordinators, Graduate Hall Directors, fellow RAs, and other Residence Life staff members. This includes, but is not limited to, a RA checking his/her staff mailbox, phone messages, and campus e-mail messages. This also includes attending all scheduled 1-on-1 meetings with his/her supervisor and initiating conversations with his/her supervisor when necessary.
    - Establish and maintain positive relationships with all Area Coordinators, Graduate Hall Directors, fellow RAs, Residence Life Professional Staff, Housekeeping and Facilities Staff, Mercer Police and all other staff who work in conjunction with Residence Life.
  - **Recruitment**
    - Participate in the recruitment, selection and training of all new staff members. Responsibilities include, but are not limited to:
      - Encouraging residents to apply for a RA position.
      - Attending RA information sessions if needed.
• Assisting with the RA Candidate Selection Recruitment Process, Interviews, and Candidate Group Process, if needed.
• Posting RA recruitment flyers and materials as instructed by his/her supervising Area Coordinator and the Office of Residence Life.

● Programmer
  o Develop, plan and implement programs which promote resident learning and skill development outside of the classroom environment.
  o Assess residents’ interests and floor issues to develop program ideas.
  o Develop and facilitate programs that meet all requirements under the Office of Residence Life Programming Model. (Themed Community RAs may have additional responsibilities for their floors).
  o Complete all programming related forms (proposals, evaluations, etc.), contact guest presenters, and fulfill all other special requests from his/her supervisor and the Office of Residence Life.
  o Support the Residence Hall Association and/or hall governments. Actively encourage and recruit residents to participate in both organizations. Supervisors may require hall government meeting attendance throughout the academic year.
    • RAs may not hold any executive board position within the Residence Hall Association or Hall Government.
  o Meet all additional requirements and expectations outlined by his/her supervisor and the Office of Residence Life.
  o Support ALL other activities sponsored by the Office of Residence Life and the Division of Student Affairs.

● Administrator
  o RA Equipment and Supplies
    o Maintain appropriate use of and full control for any/all keys, equipment and supplies assigned to him/her. Losing keys will result in probation or termination. RAs will also be held responsible to pay full restitution for keys, equipment and supplies lost or not returned at the end of the academic year or at the end of the RA Contract, whichever comes first.
    o RAs who lose or do not return the contents of their Residence Life supply box at the end of their contracts, will be charged for the box and its contents.

● Hall Openings & Closings
  o Be available to complete all tasks assigned by the Office of Residence Life and his/her supervisor for official Residence Hall Opening and Closing periods: Summer Session I and II Opening, Summer Session I and II Closing, Memorial Day, Fourth of July. The specific dates for these periods will be provided during Summer Training.
  o Stay after the hall officially closes and assist the supervisor in checking all rooms and completing closing duties, as staff cannot begin to check resident rooms until the hall is officially closed during breaks.
  o All dates are subject to change during the course of the academic year based on changes in the Office of Residence Life and Mercer University’s Academic Calendar. Additional in-hall opening and closing procedures vary according to each supervisor’s discretion. Any RA needing to request early or late arrival must get approval from their supervisor.
  o Time Away
    o Time away is defined as time out of your room including being in another room in the building or somewhere on campus outside of the building as well as off campus in the Macon area.
    o An RA should be in his/her respective building by 3:00 a.m. each night (7 days a week) in order to ensure availability for his/her staff peers and residents.
    o RAs are allowed a total of 10 nights out of the building for both sessions
      • A weekend is defined as Friday at 12:00 p.m. (or when your classes end if your classes end after 12:00 p.m.) until Sunday at 5:00 p.m. For all time away requests, an RA must receive prior approval from his/her supervisor.
  o Paperwork
    o Complete all paperwork in an accurate and timely fashion.
    o Paperwork will include, but is not limited to, Room Condition Reports (RCRs), Safety and Cleaning Inspections (SCIs), weekly reports, programming reports, programming evaluations, communication forms, and surveys.

● University Representative
  o Assist in the development of an open, just, caring, disciplined and celebrative living environment on his/her assigned floor by fulfilling responsibility to:
  o Serve as a positive role model and effectively confront inappropriate and negative behaviors.
  o Act as a positive and professional University and Residence Life representative at all times.
  o Demonstrate behavior and actions that are inclusive to all members of the residence hall community.
  o Refer any inquiries/comments/questions by media representatives to the Director of Residence Life and avoid talking to media representatives in your capacity as an RA.
Support and promote diversity in the residence halls as well as in the campus and Macon community at all times.

- Avoid involvement in judicial matters regarding residence hall residents (i.e. petition, letter, etc.).
- Demonstrate exemplary behavior at all times, both on and off campus and even in hometown or permanent residence settings.

### Safety/Security Agent
- Serve in the RA on duty rotation.
- Respond to student crisis situations, facility and maintenance concerns.
- Actively confront and document all policy violation situations in a timely manner.
- Reference and enforce all University and Residence Life Residence Hall policies and procedures at all times.
- Know and uphold the policies and procedures of the Office of Residence Life, Mercer University, and local, state, and federal laws.
- Document any interactions that are not “routine” and consult his/her supervisor if unsure as to whether or not an interaction should be documented.
- When unexpected emergency campus situations occur, including inclement and hazardous weather conditions, comply with all instructions given by Graduate Hall Director, Area Coordinators, Residence Life professional staff and University officials.
- In the case of a campus emergency, an RA may be asked to stay on campus to maintain a presence in his/her assigned building and to help communicate important emergency information to his/her residents. The Director of Residence Life will make the determination as to whether RA staff should vacate campus during a campus emergency.

### RA Duty
- Immediately confront, document and report all emergencies and serious situations to his/her supervisor or the Professional on duty as per crisis protocol.
- Participate in all scheduled duty nights as assigned.
- Wear the Office of Residence Life name tag when on duty.
- Actively confront and document all policy violation situations in a timely manner.
- Reference and enforce all University and Residence Life Residence Hall policies and procedures at all times.
- Know and uphold the policies and procedures of the Office of Residence Life, Mercer University, and local, state, and federal laws.
- The Residence Life Team will determine the frequency and duration for duty rounds in each building. Changes in duty and duty expectations may occur throughout the course of the academic year when deemed necessary.
- The RA on duty is the main contact person available and responsible for conducting thorough duty rounds in the building and responding to emergencies and other duties as noted in the Residence Life Staff manual. He/she will keep in contact with the Professional on duty, the Central Office and Mercer Police as necessary.
- An RA, even if they are 21 years of age or older, may NOT consume alcohol during the 12-hour period prior to and/or while on duty for the duration of his/her shift(s).
- Duty requirements for specific residence halls may change based on the living environment established by Residence Life for the specific hall. Requirements for those halls will be shared with the RAs assigned to those halls.

### Other Duties as Assigned. Responsibilities may be modified between the GHD, AC, and Assistant Director.

### Staff Role Modeling Expectations in Cyberspace
As leaders at Mercer University, Residence Life staff members must be viewed as role models both on and off campus and online as well. Due to the ever-increasing use of technology and web-based social networks, it is vital that these forums not represent the Office of Residence Life or its staff members inappropriately. The Office of Residence Life does not intend to limit or censor free speech. However, to ensure staff members do not convey messages or images which might hinder them from performing their jobs effectively, all staff members are expected to comply with the guidelines stated below when using online forums including, but not limited to, Facebook and/or MySpace profiles, Instant Messaging, Blogs and online journals, status updates such as Twitter, YouTube and public photo pages. Failure to abide by these guidelines will result in disciplinary sanctions from the Office of Residence Life and, contingent upon circumstances, may result in job termination.

1. Since underage staff members cannot legally consume alcohol or participate in alcohol-related activities, which are a violation of the Housing Handbook and The Lair, such behavior should not be mentioned or displayed online. This includes posting pictures or comments which promote or condone underage drinking, binge drinking, intoxication and participation in drinking games.

2. Staff members that are of legal age to consume alcohol should use great caution in mentioning alcohol or alcohol-related activities. This can include posting pictures or comments which promote or condone irresponsible alcohol consumption.

3. Staff members should not post derogatory or indecent comments or pictures.
4. Staff members should not post disparaging comments about the RA position, the Office of Residence Life, or Mercer University (including its students, faculty and staff). Critical feedback should be discussed with a supervisor in private and not in an online forum.

It is important for all staff members know that the Office of Residence Life will not be actively monitoring profiles or searching websites for infractions, but will respond to information that is brought to the attention of a staff member.

As Office of Residence Life staff members, you are held to a high standard of ethical conduct both by university administrators and students. Use great caution when using online forums by making every effort to avoid posting or conveying anything inappropriate online or through other technologies, such as cell phones, which may hinder your ability to perform your job effectively and be seen as a good role model.

**RA Duty Cell Phone Usage Acknowledgement**

The RA on duty will sign out the hall/area’s duty cell phone from the Office of Residence Life at the beginning of his/her shift Monday-Friday. On Saturday and Sunday, it is the responsibility of the staff members to switch the duty phone with the next individual on duty. This is to ensure accountability for the phone in case of loss, damage or misuse. Misuse includes, but is not limited to: making personal calls, receiving personal calls, text messaging, providing the phone number to entities who are not in need of the number, etc. Personal calls shall be defined as calls made or received not in the line of RA duty and/or on-call responsibilities. This includes all local calls.

No personal calls or text messages should be made or received on the duty cell phone. When a RA signs out the duty cell phone from the Office of Residence Life, that RA staff member is completely responsible for the phone until it is checked back in or signed out in the Office of Residence Life by another staff member. The RA understands that he/she is accountable for any loss, damage, or misuse of the phone while it is checked out to them. The RA understands that any loss, damage, misuse of the phone may result in job probation or termination.

**Residence Life RA Manual & Housing Handbook Acknowledgement**

The RA understands that the purpose of the Residence Life RA Manual & Housing Handbook is for the staff member to know and understand all aspects of their duties as a RA. The RA acknowledges that they are responsible for upholding all of the requirements, tools, and instructions that accompany the RA Manual and Housing Handbook. The RA also understands that if they are unsure of appropriate protocol with regard to a particular situation, they will consult and use the RA Manual and Housing Handbook as a resource to assist them with making sound decisions. At no time will the RA discredit or shirk the information accompanied within these documents.

The RA Manual and Housing Handbook are available to the RA at all times. The RA will take time to read the RA Manual and Housing Handbook as well as use them to assist the RA in various situations. The RA will know where these documents are located and RA staff are not exempt from upholding the requirements and instructions found within the RA Manual and Housing Handbook. Failure to abide by the instructions and information in the RA Manual and Housing Handbook can lead to job probation and in some cases immediate termination. The RA will make a conscious effort to confer with their Area Coordinator if they have any questions or comments about the RA Manual or Housing Handbook. The RA acknowledges that overall; the RA Manual and Housing Handbook are put in place as tools to assist them in doing an exceptionally good job.

**Resident Assistant Confidentiality Statement**

*Statement of Understanding of The Family Educational Rights and Privacy Act (Buckley/Bliley Amendment)*

The RA understands that because of their employment with Mercer University as a Resident Assistant, they may have access to confidential information regarding other Mercer University students’ records that contain individually identifiable information, the disclosure of which is prohibited by the *Family Educational Right and Privacy Act of 1974 (FERPA)* and the *Gramm Leach Bliley Act (GLB)* [Please see Resident Assistant Manual for further description].

The RA acknowledges that he/she fully understands that disclosure of this information to any unauthorized person could subject the RA to criminal and civil penalties imposed by law. The RA further acknowledges that any such willful or unauthorized disclosure also violates the Mercer University policy on privacy rights for students, employees, and others, and could constitute just cause for disciplinary action including termination of their employment regardless of whether criminal or civil penalties are imposed.

By signing this document, the RA agrees to keep all student, employee, and other records and information of all kinds, and any personnel or business files confidential. The RA will not disclose any type of information or records to any unauthorized person while working for Mercer University, or after my employment at the university.

The RA also understand that he/she many not ever guarantee complete confidentiality to residents or other students who disclose personal information to them in the course of their role as a Resident Assistant. The RA acknowledges that at times he/she must
share privileged information with their supervisor and will communicate this responsibility to their residents so that they understand the RA’s responsibility as a Resident Assistant.

**Probations/Terminations/Resignations**
The Graduate Hall Director and Area Coordinator reserve the right to place an RA on probation or to terminate an RA from the RA position if the RA fails to complete any/all of his/her position responsibilities.

If an RA is placed on probation for any reason (grades, programming, job performance issues, etc.), the RA may be required to resign from any paid employment. Decisions regarding limiting involvement in other non-academic time commitments will be made by the supervising Graduate Hall Director and Area Coordinator. If an RA on probation fails to meet the requirements and fulfill position responsibilities, or the terms of the probation, he/she may be terminated from the RA position.

**Appeals**
In the event that a RA is terminated from the position, the final appeal of the decision to terminate will rest, in most cases, with the Director of Residence Life. Specific appeal information will be stated within the RA’s termination letter. If an RA is terminated, RA involvement with fellow staff members and/or his/her residents (i.e., petition, letter, etc.) during the appeal process will not be allowed. Once an RA submits a letter of appeal, the RA forfeits the ability to resign from his/her RA position.

**Signatures**
I certify that I have given true, accurate and complete information on all application paperwork and during interviews with Office of Residence Life staff. I understand that if it is determined that I have given untrue, inaccurate or incomplete information I may be released from the RA position. I also understand it is my responsibility to contact my Graduate Hall Director or Area Coordinator to provide updated information if there is a change in any information I have provided during the selection process and/or the duration of the RA Contract.

I acknowledge that records regarding my role as a Resident Assistant (RA) are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C & 1232g; 34 CFR Part 99. However, I hereby authorize Mercer University, in its sole discretion, to release my name and/or other relevant information Mercer has in its possession relating to the course and scope of RA duties.

I have read and understand the responsibilities and expectations as outlined in the RA Contract. Effective the day I sign this contract, I agree to fulfill the aforementioned RA duties and expectations and will abide by all Office of Residence Life and Mercer University policies and procedures. I understand that my signature below authorizes the Office of Residence Life to review my disciplinary files and my academic records.
I have reviewed the RA Contract agreement with this student. It is my responsibility to assure that these expectations are satisfactorily met.

_______________________________  _________________  _________________
RA Signature                      RA Printed Name                           Date

_______________________________  _________________
Area Coordinator Signature       Date

_______________________________  _________________
Assistant Director of Housing and Residence Life Signature Date