Resident Assistant Appointment Letter
2019-2020 Academic Year

Name: ____________________________    Banner ID: _____________________
RA Placement: _____________________    Hourly Rate: ___________________

Qualifications & Requirements
I understand that in order to maintain the Resident Assistant (RA) position I must meet the following qualifications from submission of application until the end of my appointment, termination, or resignation from the RA position.

✓ Successful completion of a background check, administered by University Housing.
✓ Maintain full-time enrollment at Appalachian State University.
✓ Maintain a cumulative and semester grade point average of 2.50 or above.
✓ Maintain good standing with the Office of Student Conduct.
✓ Comply with all other University Housing, Appalachian State University and UNC System Policies.
✓ Manage multiple job duties simultaneously
✓ Complete tasks with competing deadlines in a timely manner
✓ Appropriately address difficult situations where conflict and crisis are present
✓ Maintain critical thinking skills during stressful situations
✓ Strong interpersonal skills
✓ Engage in conversation with diverse populations and skill sets

I also understand that my employment at Appalachian State University will be “employment at will.” That is, just as you may resign from your employment with Appalachian at any time and for any reason, Appalachian may also terminate your employment at any time and for any legally permissible reason.

Term of Appointment
I understand that the term of appointment commences and terminates as per the chart below or until such a time that I have satisfactorily completed all hall-closing responsibilities and have been excused by my supervisor. I further understand that this appointment is for one academic year only. During this appointment, any other employment at Appalachian State University requires prior approval by my supervisor.

Arrival and Departure Dates (2019/2020)

<table>
<thead>
<tr>
<th>Fall Arrival</th>
<th>Fall Training</th>
<th>Fall Departure</th>
<th>Spring Arrival</th>
<th>Spring Training</th>
<th>Spring Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/3 or 4</td>
<td>8/5 – 8/18</td>
<td>12/15</td>
<td>1/9</td>
<td>1/10</td>
<td>5/10</td>
</tr>
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I understand that I am expected to move into my assigned residence hall space and be present for training and residence hall opening activities as per the chart above. I understand that during University Breaks, defined as Fall Break, Thanksgiving Break, Spring Break and Spring Holidays; I am expected to remain on campus and available in my residence hall until the “closing” of the building at 5:00 p.m. the night before the official break begins and to return to my residence hall by 5:00 p.m. the day before classes resume. In addition, I understand that I may also be required to assist with duty coverage during breaks on an as needed basis and will be compensated at the stated hourly rate. During semester closings, I understand that I am required to stay until I have completed my check out appointment with my supervisor.

I also acknowledge that any overnight absence from my residence hall, outside of University Breaks, must be approved by my supervisor.
**Housing Contract**

I agree to accept the residence hall assignment made by University Housing. I understand that I am bound by my *Residence Hall License Contract*, and that if I am separated from my position, I will be given a new room assignment made at the discretion of University Housing and will be bound to the Housing Contract for the duration of the academic year. I further understand that this new assignment may or may not be in the residence hall that I am assigned to as an RA and will be made based upon availability of space. RAs are required to adhere to Appalachian State University Food Services policy regarding the purchase of a meal plan.

**Confidentiality/Equipment**

I understand that as an RA I have access to sensitive and confidential student information, as well as keys and equipment that are to be used for job related activities only. I further understand that I will be required to sign additional paperwork that outlines specific guidelines and protocol for use of student information, my AppCard, keys and additional equipment. This paperwork includes, but is not limited to: *Agreement to Maintain Confidentiality/Integrity, Resident Assistant Duty Phone Protocol and Agreement, and RA Supply Box Inventory Sheet*. Failure to abide by the terms of these additional documents regarding confidentiality and equipment could lead to disciplinary action, up to and including termination. I understand that I must return all keys and/or equipment, including my staff polo shirt to University Housing upon the end of my appointment, termination, or resignation from the RA position.

**Compensation**

I understand I will be paid the hourly rate listed above for each hour that I work in my role as an RA. I will be responsible for accurately recording my hours worked. Failure to turn in hours when due to payroll could lead to a delay in my pay being received. As an example, the below chart shows the anticipated amount of compensation I may receive for my work as either a new or a returning RA during the academic year. University Housing anticipates that I will work a total number of hours listed in the chart below for the duration of the term of this appointment. I further understand that if I work less than the stated number of hours in this position, I will not be paid the full amount listed in the chart. All RAs are required to adhere to Appalachian Food Services policy regarding the purchase of a meal plan.

<table>
<thead>
<tr>
<th></th>
<th>Resident Assistant (RA)</th>
<th>Residential Learning Community-Resident Assistant (RLC-RA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Anticipated Hours</td>
<td>Anticipated Compensation</td>
</tr>
<tr>
<td>New Resident Assistant (New)</td>
<td>702</td>
<td>$7,160.00</td>
</tr>
<tr>
<td>Returning Resident Assistant (Returner)</td>
<td>716</td>
<td>$7,660.00</td>
</tr>
</tbody>
</table>

I understand I will be paid bi-monthly on the 15th and last business day of each month for actual hours worked and recorded on my time sheet starting on August 1, 2019 and ending on May 15, 2020. In the event that I work more than 40 hours in one work week, I will be entitled to overtime pay.

I understand that I am required to pay for my residence hall room. This fee will be billed to my student account, and I agree to pay all fees by the deadline each semester. I understand RAs receive a single room at the lowest housing rate for on campus living.

In the event of an emergency situation or if University Housing is in an overflow situation, I understand I may receive a roommate. If assigned a roommate for more than 30 days, my housing fee will be reduced by ~$17.00 per day with a roommate since I was not provided a single room as agreed upon. This reduction will be credited to my student account at the end of each semester.

**Expectations /Terms**

By signing this Appointment Letter I accept the position being offered to me as an RA for University Housing. I acknowledge that I have received a copy of, have read, do understand and agree to fulfill to the best of my abilities the terms of the *Resident Assistant Position Description*.

[ SIGNATURE PAGE FOLLOWS ]

By signing below I acknowledge and agree:

- I have received, read, understood, and accept all terms of this appointment and supporting documents (including but not limited to the. *Residence Hall License Contract and Resident Assistant Position Description*).
• I understand that I will be directly responsible for completing the duties and expectations as outlined in the RA Position Description, as well as any additional duties conveyed to me, either in writing or verbally.
• I understand I may be moved from RA assignment to another assignment.
• Failure to complete any duties in a professional manner or the failure to comply with any other terms of my employment could lead to disciplinary action, up to and including termination.
• The RA position is the only paid position an RA may hold on campus. Any type of off campus employment must be approved from the RA’s supervisor prior to acceptance.

Full Name of Resident Assistant - Printed

Resident Assistant Signature           Date

University Housing Representative Signature           Date