



Resident Assistant Appointment Letter 2021-2022 Academic Year

Name:

Banner ID:

Room Assignment:

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
- ✓ Assists with disinfecting door handles and hard surfaces

Employment and Term of Appointment

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. The term of appointment may also be changed for a force majeure (unforeseeable event or effect that can be neither anticipated nor controlled), such as an act of God, terrorism, pandemic, other similar occurrences beyond the reasonable control of either party.

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 (2021/2022)

Fall Arrival	Fall Training	Fall Departure	Spring Arrival	Spring Training	Spring Closing
7/31/2021	8/1/2021	12/11/2021	1/6/2022	1/7/2022	5/8/2022

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. University Housing retains the rights to amend arrival and departure dates with appropriate notice to Resident Assistants.

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 or University Housing alters the terms of appointment, 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.

	Resident Assistant (RA)		Residential Learning Community-Resident Assistant (RLC-RA)		
	Anticipated Hours	Anticipated Compensation	Anticipated Hours	Anticipated Hours	
New Resident Assistant (New)	656	\$7,216.00	New RLC-RA	693	\$7,623.00
Returning Resident Assistant (Returner)	671	\$7,716.00	Returning RLC-RA	706	\$8,119.00
Senior Resident Assistant	715	\$8,222.00			

RA Position:

RA Initials:

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, 2021 and ending on May 15, 2022. 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.

[SIGNATURE PAGE FOLLOWS]

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*.

By signing below I acknowledge and agree:

- I have received, read, understood, and accept all terms of this appointment and supporting documents below (*Confidentiality Agreement* 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.

Preferred Name

Resident Assistant Signature

Date

University Housing Representative Signature

Date



Agreement to Maintain Confidentiality/Integrity

I understand University Housing maintains certain records and information about students, including education records that are confidential under the Family Education Rights and Privacy Act ("FERPA") and/or individually identifiable health information that is confidential under the Health Insurance Portability and Privacy Act ("HIPAA"). I further understand my role within University Housing binds me to respect and protect that right to privacy.

I also understand within my role in University Housing, I may have access to privileged academic information (e.g.: grades, GPAs, class standing, etc.). I understand I will only share and discuss this information with appropriate staff members.

I also understand I have access to StarRez, which contains confidential student information. Access to this system should only be used for University Housing employment purposes, and information in this system should not be shared with non-University Housing personnel.

I also understand I am expected to adhere to the University's established Code of Student Conduct & Academic Integrity, as well as the University Housing License Contract.

I also understand I will not attempt to alter, change, add, or delete student record information or University documents, unless my supervisor provides specific instructions to do so.

I also understand University Housing is a professional office and, in this position, I may be the first point of contact for students, faculty, staff and other customers. It is imperative all these customers be treated with the utmost courtesy and professionalism and I present a favorable impression through my actions and appearance. I understand I am required to adhere to the dress code as outlined by my supervisor.

I understand that violation of the conditions of FERPA, HIPAA, StarRez, Code of Student Conduct & Academic Integrity or any other privileged and confidential information could result in the loss of my position in University Housing and could potentially result in further sanctions through the Office of Student Conduct.



Resident Assistant Position Description

2021-2022

Overview of Position

The Resident Assistant (RA) is responsible for a floor or living area within a residence hall at Appalachian State University. As the front-line University Housing staff member in their assigned area, the RA is responsible for serving as a positive role model, mentor, and guide for approximately 40-60 residents. The RA is responsible for facilitating a cooperative and considerate community environment. To achieve this goal, the RA is expected to initiate relationships with residents, assist in the facilitation of the residential learning plan, encourage participation in hall programs, and inform residents of University and departmental policies. In addition, the RA assists with the personal and academic concerns of students, mediates interpersonal conflicts, and serves as an information resource.

Responsibilities

The specific responsibilities of the Resident Assistant are numerous and varied. The following is a list of the types of responsibilities and expectations for students serving as RAs at Appalachian State University.

Residential Learning Plan

- ✓ Assist residents in the adjustment to the University community.
- ✓ Be visible, accessible, and available to residents throughout the week, particularly evenings and weekends.
- ✓ Implement and facilitate Residential Learning Plan (i.e. floor meetings, App Chat 1:1s, bulletin boards) to cultivate personal development, responsible citizenship, and student engagement with residents and in the community,
- ✓ Build positive, open relationships with students in the community and maintain through on-going contact.
- ✓ Create opportunities for students in the assigned living area to share their experiences and identities.
- ✓ Encourage residents to become acquainted with and care about others in the assigned living area.
- ✓ Serve as an information resource and make appropriate referrals to housing staff and other campus offices.

Conflict and Crisis Management

- ✓ Actively confront and document students who fail to comply with University or Housing policies.
- ✓ Know and understand the contents and rationale of the *Code of Student Conduct*, the *Residence Hall License Contract*, *Staff Manual*, and the *Crisis Management Manual*. All documents are made available to staff.
- ✓ Maintain the safety and security of the assigned residence hall and report safety concerns to supervisor.
- ✓ Mediate conflicts among and between residents, educating about the importance of cooperation and compromise.
- ✓ Share duty coverage with staff team members.
- ✓ Serve as the first level of intervention in crisis situations.

Inclusivity

- ✓ Actively confront students who violate the rights of other residents.
- ✓ Appropriately address all bias-related comments and/or behaviors in the community.
- ✓ Develop an atmosphere that promotes a sense of belonging, support and affiliation.
- ✓ Develop and utilize skills to work with diverse student populations.
- ✓ Learn ways to advocate for the needs of all students.
- ✓ Maintain sensitivity to different perspectives and identities.

Leadership Development

- ✓ Act as a positive role model at all time (both on and off campus).
- ✓ Attend and complete all staff training including, but not limited to Fall and Spring Trainings, Area Time, etc.
- ✓ Attend one-on-one supervision meetings and weekly staff meetings.
- ✓ Assess students for and promote the development of leadership skills.
- ✓ Encourage resident participation in Hall Council and RHA.

Professionalism

- ✓ Become a part of and support a team that equally serves the needs of residents and the department, including the mission, vision and core values.
- ✓ Communicate consistently, effectively and efficiently with fellow University Housing staff members.
- ✓ Complete all administrative responsibilities as assigned by supervisor and/or other Housing staff.
- ✓ Establish and maintain open working relationships with other University Housing staff including, but not limited to housekeepers, maintenance personnel and Central Office staff.
- ✓ Maintain a high level of ethical standards and a positive attitude while serving as a University employee.
- ✓ Monitor and maintain a professional online presence (e.g., Facebook, Twitter, Instagram, SnapChat, etc.).
- ✓ Provide customer service and assistance with preparing and completing openings (August, January) and closings (December, May) of the residence halls.
- ✓ Recognize the importance of and demonstrate confidentiality.

Residential Learning Community RAs

RAs who work with Residential Learning Communities (RLCs) are asked to complete some additional responsibilities and hours to assist in the programmatic support of the RLC.

Senior RA (SRA)

SRAs work directly with a Coordinator to complete some additional tasks and hours. SRAs assist the Coordinator with hall and residential community operations and responsibilities.

Miscellaneous

- ✓ Other duties may be added to this job description at any time, per the discretion of University Housing.