



APPALACHIAN STATE UNIVERSITY

UNIVERSITY HOUSING

Resident Assistant Appointment Letter 2025-2026 Academic Year

Name:

Room Assignment:

Banner ID:

Hourly Pay Rate:

Qualifications & Requirements

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

- Successful completion of a background check administered by University Housing.
- Maintain a full-time enrollment as an undergraduate student at Appalachian State University
- A 2.3 or higher cumulative grade point average is required for hiring and before appointment
 - Each consecutive term (including summer), Resident Assistants must receive a minimum of a 2.3 grade point average
- Maintain good standing with the University, including the Office of Student Conduct and Office of Access and Equity: Equal Opportunity
- Comply with University Housing, Appalachian State University, UNC System Policies as well as State and Federal Laws.
- Build connections with and engage your assigned residential areas through successfully completing requirements as outlined in the pillar programming model.
- Participate in required training and meetings
- Appropriately address situations where conflict and crisis are present.
- Manage multiple job duties simultaneously.
- Complete tasks with competing deadlines promptly.
- Maintain critical thinking skills during stressful situations.
- Engage in conversations with diverse populations to build an inclusive community.
- Maintain confidential information.

Employment and Term of Appointment

I also understand that my employment at Appalachian State University will be “employment at will.” 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 an unforeseeable event or effect that can be neither anticipated nor controlled, such as an act of God, terrorism, pandemic, or 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.

Arrival and Departure Dates for Academic Year 2025-2026

RA Experience	Fall Arrival	Fall Training	Fall Departure	Spring Arrival	Spring Closing
New Hires	TBD	TBD	TBD	TBD	TBD
Returning RAs	TBD	TBD	TBD	TBD	TBD**

****Summer Training generally starts during the last week of July****

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(Fall Break, Thanksgiving Break, and 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. At least one RA from each building will need to return to campus by 12:00 PM the day before classes resume. In addition, I understand that I may be required to assist with duty coverage during breaks on an as-needed basis and be compensated at the stated hourly rate. During semester closings, I understand that I must stay until I have completed my checkout appointment with my supervisor. University Housing retains the right 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 my Residence Hall Contract binds me. 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 on space availability.

All students living in the residence halls are required to participate in one of the University’s meal plan options each semester. Residents assigned to on-campus apartment units with in-suite kitchens are exempt from the meal plan requirement.

Compensation

I will be paid the hourly rate listed above (determined by my years of experience in the RA position) for each hour I work as an RA. Adjustments in compensation for years of service will only be made at the beginning of each semester. I will be responsible for accurately recording my hours worked, and failure to turn in hours when due to payroll could lead to a delay in my pay and potentially result in job action if I fail to meet the established submission deadlines. The number of hours worked per week will vary based on staff size and community needs. I will work closely with my supervisor to ensure that I do not work more than my allotted hours for each semester.

I understand that working more than the stated number of hours in this position without prior approval will result in job action, including possible termination.

I will be paid bi-monthly on the 15th and last business day of each month for actual hours worked and recorded on my timesheet starting on the first day of RA training and ending on May 10, 2026.

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.

Expectations /Terms

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

By signing below, I acknowledge and agree:

- I have received, read, understood, and accepted all terms of this appointment.
- I have received a copy of the RA Job Description.
- I permit University Housing to check my GPA, schedule and conduct records to ensure compliance with the above guidelines.
- I may be moved from an RA assignment to another assignment.
- I will attend the required training.

Resident Assistant Signature _____

Date _____

University Housing Representative Signature _____

Date _____

University Housing

APPALACHIAN STATE UNIVERSITY

Resident Assistant Position Description 2025-2026

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 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 building community on the hall, encourage participation in programming, and inform residents of University and departmental policies. In addition, the RA helps with students' personal and academic concerns, 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 duties and expectations for students serving as RAs at Appalachian State University.

Community Development

- Assist residents in the adjustment to the University community.
- Be visible, accessible, and available to residents.
- Build positive relationships with students in the community.
- Develop an atmosphere that promotes a sense of belonging, support, and affiliation.
- Learn ways to advocate for the needs of all students.
- Maintain sensitivity to different perspectives and identities.
- Implement and facilitate the Residence Life programming model to cultivate personal development, responsible citizenship, and student engagement with residents and the community.
- Serve as an information resource and appropriately refer 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.
- Refer to documents outlining procedure, policy, and protocol, including the Appalachian State Student Conduct Code and the Crisis Management Manual.
- Report safety and security concerns to the supervisor.
- Mediate conflicts among and between residents, educating them about the importance of cooperation and compromise.
- Share duty coverage with staff team members.
- Serve as the first level of intervention in crisis situations.

Leadership Development

- Act as a positive role model at all times (both on and off campus).
- Attend and complete all staff training.
- Attend one-on-one supervision meetings and weekly staff meetings.
- 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.
- Complete all administrative responsibilities the supervisor and/or other Housing staff assign.
- Maintain high ethical standards and a positive attitude while serving as a University employee.
- Recognize the importance of and demonstrate confidentiality.

Miscellaneous

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