Resident Assistant Terms and Conditions
California State University, East Bay
2019 – 2020

Name ____________________________________________________________
(Last)       (First)

Permanent Address ______________________________________________________

Permanent Phone Number ( ) ____________________________ E-Mail ____________________________

NetID Number ________________

Move-in Date: August 4, 2019

1. RA Terms

1.1 The undersigned student agrees to accept a temporary appointment as a Resident Assistant (RA) at CSU East Bay beginning Sunday, August 4, 2019 and ending on Monday, May 18, 2020, subject to the terms and conditions contained herein. RAs agree to sign a housing license agreement and further agree to live in the residence halls and take board in the residence hall dining facilities as a condition of the RA position. The use of housing facilities is subject to the regulations contained in Title 5 of the California Code of Regulations.

1.1.1 The period of appointment for RAs are as follows: _____

START DATES
Fall Start Date
All RAs:   Sunday, August 4, 2019

Spring Start Date
Thursday, January 16, 2020

END DATES
Fall End Date
All RAs:   Friday, December 20, 2019

Spring End Date
Monday, May 18, 2020

*All RAs must be back on campus no later than 5pm on these dates

1.1.2 Required Trainings for RAs are as follows: _____

Spring 2019 Pre-Appointment Training Dates   Fall Training Dates   Spring 2019 Start Date
Friday, April 5, 2019 from 3-5pm (Team Meeting)   August 5-22, 2019   Friday, January 17, 2020
Friday, April 12, 2019 from 3-5pm
Friday, April 19, 2019 from 3-5pm
Friday, April 26, 2019 from 3-5pm
Friday, May 3, 2019 from 3-5pm

**Please note: Training dates are subject to change.

1.2 RAs will receive compensation in the form of a double room used as a single room in the hall of assignment and a Flex 7 meal plan through the campus food services. Please note that the compensation package for the Resident Assistant position may significantly affect your financial aid package. It is recommended that the Financial Aid office be contacted to discuss the impact of the Resident Assistant compensation prior to applying/accepting the appointment.

1.2.1 Meal plans are active only when food services are open and serving contract meals. RAs need to budget use of their meal plans or personal cash during opening and close down periods. Meal plan balances are prorated on a weekly basis; early exit from the position could result in owing a balance on the meal plan provided.

1.3 The RA is expected to be present prior to the beginning of both the fall and spring semesters for training and hall preparation purposes. The specific schedule will be determined prior to each period. Housing accommodations and food will be provided during training.

1.4 The RA is expected to successfully complete a mandatory 4-week orientation training in the spring semester prior to appointment. Failure to successfully complete this orientation training will result in the position appointment being rescinded. The dates for this orientation training are as follows:

Friday, April 12, 2019 from 3-5pm   Friday, April 26, 2019 from 3-5pm
Friday, April 19, 2019 from 3-5pm   Friday, May 3, 2019 from 3-5pm
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1.5 During the weeks when classes are in session, the RA is expected to maintain a schedule of an average of twenty (20) hours a week. This time shall be distributed between a combination of on-duty and on-call time. A reasonable schedule would include a combination of patterns of time including on-duty commitments (i.e. meetings, advising students, etc.) and on-call commitments (being available to residents at varying intervals during the day and night, community rounds, etc). Licensee accepts the foregoing as a reasonable attempt to define a position that is not easily translated into an hourly basis or reduced to specific duties without gross oversimplification of the nature of the primary position. Licensee further recognizes the full opportunity to discuss serious deviations from the above with their Residence Life Coordinator and/or an AssistantAssociate Director of Residence Life.

1.6 RAs may be required to serve on duty for some portion of the break periods, with time equally divided among each hall team. This will include government holidays for some team members.

2. RA Conditions

2.1 Appointments to the position of RA and assignment to a particular hall are made for the standard academic year. In all circumstances, the RA is directly responsible to their Residence Life Coordinator and subject to review for continuance. Appointments may be canceled at any time for failure to maintain grade requirements, to adequately perform position responsibilities, to support and be in continuous compliance with University policy, hall policy and/or the law, or as a result of being placed on either academic or disciplinary probation by the University. The Associate Director of Residence Life, or the Director of Student Housing and Residence Life may cancel appointments to the RA position at any time for unsatisfactory performance in the position. RAs who demonstrate exceptional performance may seek appointment for another year. The RA understands and agrees that assignment to a particular hall is not guaranteed and will accept placement in any location where their skills are most needed. Except for mid-year appointments, the RA must be willing to commit to their responsibilities with Student Housing and Residence Life for the entire academic year. If a team member leaves their position early, there may be a reduction in their meal plan. They will also be required to move out of their residence hall space within one week from the date of their resignation or release from the RA position.

2.2 The RA must be enrolled at CSU East Bay for the period of appointment. Extended studies enrollment does not fulfill this requirement.

2.3 The RA must have completed two semesters of college work before the period of appointment.

2.4 The RA must maintain a 2.5 cumulative G.P.A. during period of appointment. Student Housing and Residence Life reserves the right to check grades of the RA team through the duration of the RA appointment.

2.5 RAs must carry no less than twelve, but not more than 18 units per semester of undergraduate work, or 6 units of graduate study.

2.6 RAs cannot be enrolled in more than 20 classroom hours (including labs) per semester.

2.7 Outside commitments (internships, other jobs, clubs, orgs, etc) that exceed 10 hours a week must be approved by the Residence Life Coordinator. Membership in extracurricular activities such as clubs and organizations or other jobs and internships should not interfere with the responsibilities of Student Housing and Residence Life.

2.8 RAs will serve on duty weeknights and on duty weekends as assigned (equally with other team members). While on duty, RAs should be available and fulfilling duty expectations.

2.9 RAs will reserve Wednesday from 4:00 – 6:00 P.M. for in hall staff meetings, Resident Assistant all staff meetings, and other department wide events.

2.10 RAs will be on duty for the opening and closing of the halls and during academic breaks. Academic break travel arrangements should not be made without prior approval of the Residence Life Coordinator to ensure all RA responsibilities are met. This includes check-in and check-out and all break periods when the halls close. All RAs will remain in the halls after closing for academic breaks until all administrative tasks are done.

2.11 All RAs must follow and enforce the Student Code of Conduct and residence hall policies. Student Housing and Residence Life reserves the right to check the conduct records of RAs through the duration of appointment. Violating University or residence hall policy may result in removal from the position.
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2.12 RAs are expected to follow the policies they enforce. RAs are expected to be role models and representatives of CSU East Bay on campus, off campus and in on-line communities (i.e. Facebook, Instagram, Twitter, etc.). A violation of any one of these policies can result in removal from the RA position and from housing.

2.13 RAs are “mandated reporters” for the University regarding any Title IX concerns that they become aware of at any point.

2.14 RAs who are under 21, shall not consume alcohol or illegal drugs at any time and shall not be in the presence of alcohol or illegal drugs.

2.15 RAs who are 21 or older, shall not consume alcohol at least 12 hours before any position related obligation begins (duty, weekly meetings, programs, departmental initiatives, etc.). Release from the RA position could be the result of the following behaviors regarding alcohol and drugs: 1) coming into the residence halls under the influence of alcohol and other drugs which attracts attention from other staff and residents, 2) consuming alcohol in front of underage students anywhere or anytime, and 3) being in the presence of illegal drugs anywhere or anytime.

2.16 RAs will uphold the Student Housing and Residence Life expectations outlined in the RA Handbook.

3. RA Responsibilities

Responsibilities for the RA positions include three areas: (1) Student Development and Community Building; (2) Training and Development; and (3) Administrative/Operational.

3.1 Student Development and Community Building

3.1.1 The RA will demonstrate a positive attitude toward Student Housing and Residence Life at CSU East Bay, and will endeavor to encourage and support the goals and objectives of Student Housing and Residence Life.

3.1.2 The RA will serve as a role model and demonstrate good judgment and ethical behavior both on and off campus. This includes behaving within the law and all policies and procedures established by the University and Student Housing and Residence Life during the entire period of appointment, including when classes are not in session.

3.1.3 The RA will serve as a resource for students regarding areas of personal and academic concerns, and when necessary, will refer residents for follow up counseling/advising with others as appropriate. RAs must spend time with their residents to get to know them as individuals in order to maximize the student development role.

3.1.4 The RA will be expected to further their personal mediation/conflict resolution skills and familiarize themselves with campus resources to facilitate successful roommate mediations in their community.

3.1.5 The RA will actively promote the concept of community in the halls and encourage residents to take responsibility for positive and assertive behavior within that community.

3.1.6 The RA will purposely promote holistic student and community development through the implementation of the Student Housing and Residence Life programming model.

3.1.7 The RA will meet with the residents of each suite/apartment to facilitate roommate agreements at the beginning of the year and whenever there are new student arrivals in the suite/apartment.

3.1.8 The RA will actively support student government in the halls and at the RHA level, and will encourage residents to become active members in their communities.

3.1.9 The RA will actively seek out and recruit representative(s) to Area Council from their living area. This includes, but is not limited to serving as a resource for ideas and guidelines for programs and keeping the representative informed as to current issues or opportunities that may affect residents.
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3.1.10 The RA will clearly and positively communicate the guidelines that residents must live within, as noted in the Student Housing License Agreement, Community Guide, and the Roommate Agreement. The RA will document student behavior that violates University and Student Housing and Residence Life policy.

3.1.11 The RA will utilize the meal plan to promote community development by having frequent meals with residents of their living area.

3.2 Training and Development

3.2.1 The RA will actively participate in a comprehensive training in August prior to the opening of the halls. Due to the nature of the position, no other activities or commitments may be held during this period.

3.2.2 The RA will participate in spring training prior to the opening of the halls in January to prepare for the upcoming semester.

3.2.3 Professional development and ongoing training will be conducted on an in-hall basis with department-wide meetings scheduled as needed.

3.3 Administrative/Operational

3.3.1 The RA will serve on-duty (equally with other team members) in their assigned community during weeknights and remain in the community from 5 p.m. to 8 a.m.

3.3.2 The RA will serve on-duty (equally with other team members) during weekends (Saturday and Sunday) in their assigned community and will remain in the community from 8 a.m. until 8 a.m.

3.3.3 The RA will respond to building wide emergencies whether on duty or not, as needed.

3.3.4 The RA will attend regular student leader meetings every Wednesday night, 4:00P.M. - 6:00P.M.

3.3.5 The RA will assist with maintaining the security of the building by doing regular safety checks while on duty.

3.3.6 The RA will participate in departmental programs and initiatives for Student Housing and Residence Life as needed (This may include welcome week programs, preview day, welcome day, late night breakfast, etc)

3.3.7 The RA will complete additional administrative duties (duty logs, maintenance reporting, resident conversation logs, etc) as assigned.

I state that I have read the above “Resident Assistant Term and Conditions 2019 – 2020.” Further, I state that I understand, accept, support, and will adhere to all information contained within this document as they relate to my position as a Resident Assistant.

Signature of Student: ________________________________ Date: ____________________

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