

Senior Resident Assistant Terms and Conditions

California State University, East Bay

2023 – 2024

Name _____
(Last) (First)

Permanent Address _____

Permanent Phone Number () _____ E-Mail _____

Net ID Number _____

Move-in Date: Thursday, August 3, 2023

1. SRA Terms

1.1 The undersigned student agrees to accept a temporary appointment as a Senior Resident Assistant (SRA) at CSU East Bay beginning **Thursday, August 3, 2023** and ending on **Wednesday, May 15, 2024**, 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 SRAs are as follows:

START DATES

All SRAs:

Fall Start Date

Thursday, August 3, 2023

Spring Start Date

Sunday, January 7, 2024

END DATES

All SRAs:

Fall End Date

Monday, December 18, 2023

Spring End Date

Wednesday, May 15, 2024

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

***Please note: These dates are subject to change pending the final 2023-2024 academic calendar.*

1.1.2 Required Trainings for SRAs are as follows:

Spring 2023 Pre-Appointment Training Day

Friday, March 24, 2023 from 2-5pm (All Staff)

Fall Training Dates

Aug 7-Aug 16, 2023

Spring 2024 Training Date

January 8-12, 2024

Fall Move-in

Thursday, August 17 - Saturday, August 20, 2023

Spring Move-in

Sunday, January 7, 2024

***Please note: Training and move-in dates are subject to change pending the final 2023-2024 academic calendar.*

1.2 SRAs will receive compensation in the form of a double as a single room in the hall of assignment and a Flex 7 meal plan through the campus dining services. When classes are in session, SRAs will also receive hourly compensation for administrative tasks during office hours worked (up to 20 a week) at a rate of \$18.25/hr, which does not include break weeks. Please note that the compensation package for the Senior 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 Senior Resident Assistant compensation prior to applying/accepting the appointment.

1.3 Meal plans are active only when food services are open and serving contract meals. SRAs may 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.

1.4 SRAs are 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.

1.5 **During the weeks when classes are in session, SRAs are 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,

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etc.) and on-call commitments (being available to residents at varying intervals during the day and night, community rounds, etc). The appointee 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 oversimplification of the nature of the primary position. The appointee further recognizes the full opportunity to discuss serious deviations from the above with their Residence Life Coordinator and/or the Associate Director of Residence Life.

- 1.6 **During the weeks when classes are in session, SRAs are also expected to maintain an additional (20) office hours for SRA related duties.** This time shall be used to complete projects that support the Residence Life Coordinator with daily operations of the building/area. This includes RA duty scheduling, training session development, staff development activities, RA 1-1s, etc.
- 1.7 **SRAs may be required to serve on duty for some portion of the break periods,** with time equally divided among each hall team. This includes government holidays. SRAs will be compensated for 4 hours at a rate of \$17.00/hr for each duty day they work during breaks. SRAs may also be asked to complete added administrative tasks while on duty for break periods.

2. SRA Conditions

- 2.1 Appointments to the position of SRA and assignment to a particular hall are made for the standard academic year. In all circumstances, SRAs are directly responsible to their Area Coordinator and subject to review for continuance. Appointments may be canceled at any time by the Associate Director of Residence Life, or the Director of Student Housing and Residence Life. Reasons for appointment cancellation include (but are not limited to) failure to maintain GPA requirements, failure to adequately perform position responsibilities, failure 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. SRAs who demonstrate exceptional performance may seek appointment for another year. The appointee 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, SRAs 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 SRA position.
- 2.2 SRAs must be enrolled at Cal State East Bay during the period of application.
- 2.3 SRAs must be enrolled at Cal State East Bay for the period of appointment. Extended studies enrollment does not fulfill this requirement.
- 2.4 SRAs must have completed two semesters of college work before the period of appointment.
- 2.5 SRAs must maintain a 2.7 cumulative G.P.A. during the period of appointment. Student Housing and Residence Life reserves the right to check the GPAs of the SRA team throughout the duration of the SRA appointment.
- 2.6 SRAs must carry no less than twelve, but not more than 20 units per semester of undergraduate work, or 8 units of graduate study.
- 2.7 Outside commitments (internships, other jobs, clubs, orgs, etc) that exceed 10 hours a week must be approved by the Area Coordinator. Membership in extracurricular activities such as clubs and organizations or other jobs and internships should not interfere with the responsibilities of the SRA position.
- 2.8 SRAs will serve on duty weeknights and on duty weekends as assigned (equally with other team members). While on duty, SRAs should be available and fulfilling duty expectations.
- 2.9 SRAs should reserve Wednesday from 4:00 – 6:00P.M. for in hall staff meetings, Resident Assistant all staff meetings, and other department wide events.
- 2.10 SRAs will be on duty during opening and closing of the halls and academic breaks. Academic break travel arrangements should not be made without prior approval of the Area Coordinator to ensure all SRA responsibilities are met. This includes check-in and check-out and all extended break periods. All SRAs will remain in the halls after closing for academic breaks until all administrative tasks are complete.
- 2.11 SRAs will participate in signature departmental events, and campus yield programs, such as Pioneer Street Fair, Fall Preview Day, and Spring Welcome Day.

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- 2.12 All SRAs must follow and enforce the Student Code of Conduct and Student Housing policies as outlined in the Community Guide and policy document. SRAs are expected to be representatives of Cal State East Bay and role model actions that demonstrate good judgment and ethical behavior while on campus, off campus and in on-line communities (i.e. Facebook, Instagram, Twitter, etc.). Student Housing and Residence Life reserves the right to check the conduct records of SRAs throughout the duration of appointment. Release from the SRA position may occur for SRAs found in violation of the Student Code of Conduct or Student Housing policies, and employment concerns will be reviewed separately from the standard student conduct process.
- 2.13 SRAs are “mandated reporters” for the University regarding any Title IX concerns that they become aware of at any point.
- 2.14 SRAs that 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 SRAs who are 21 or older, shall not consume alcohol or drugs at least 12 hours before any position related obligation begins (duty, weekly meetings, programs, departmental initiatives, etc.) or be in the presence of alcohol/illegal drugs during any position related obligations or SRA identified initiatives. Presence is defined as partaking, buying, being in the same room, sampling, hosting, etc. Release from the SRA 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) partaking in alcohol or other drugs that attracts attention from other staff and residents, 3) consuming or providing alcohol/drugs in front of underage students anywhere or anytime, 4) using alcohol or other drugs as a way to build connections with residents, and 5) being in the presence of illegal drugs anywhere or anytime.
- 2.16 SRAs will uphold the Student Housing and Residence Life expectations outlined in all S/RA expectations documents.

3. SRA Responsibilities

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

Student Learning and Development

- 3.1 SRAs will strive to encourage and support the goals and objectives of Student Housing and Residence Life.
- 3.2 SRAs will promote student learning and community development through the implementation of the Student Housing and Residence Life curriculum (Pioneer Living).
- 3.3 SRAs will participate in initiatives as outlined in the department’s residential curriculum (Pioneer Living).
- 3.4 SRAs will serve as a resource for students regarding areas of personal and academic concern, and when necessary, will refer residents for follow up counseling/advising with campus resources as appropriate. SRAs must spend time with their residents to get to know them as individuals in order to maximize the student development role.
- 3.5 SRAs are responsible for assisting residents in resolving personal conflicts and should familiarize themselves with campus resources and conflict resolution strategies in order to facilitate successful roommate mediations in their community.
- 3.6 SRAs should actively promote the concept of community in the halls and encourage residents to take responsibility for positive and assertive behavior within that community.
- 3.7 SRAs 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.
- 3.8 SRAs should actively support student government in Housing through RHA, and will encourage residents to become active members in the Housing community.

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- 3.9 SRAs should clearly communicate and hold residents accountable to expectations for community living as outlined in the Student Housing License Agreement, Community Guide, policy document, and the Roommate Agreement. SRAs are responsible for documenting student behavior that violates University and Student Housing and Residence Life policy.
- 3.10 SRAs will utilize their meal plan to promote community development by having regular meals with residents from their living area.
- 3.11 SRAs should update the Area Coordinator on staffing or community issues/concerns.

Training and Development

- 3.12 SRAs will serve as a mentor and resource person for their RA team by ensuring they understand all position expectations, guidelines, and policies established by Cal State East Bay and Student Housing and Residence Life.
- 3.13 SRAs will meet regularly with the RAs on their team for 1-1s as set by their supervisors.
- 3.14 SRAs will assist the Area Coordinator in the formation of staff development activities and training for the RA staff, this includes in-services during the academic year.
- 3.15 SRAs 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.
- 3.16 SRAs will actively participate in facilitation of spring training prior to the opening of the halls in January to prepare for the upcoming semester.
- 3.17 Professional development and ongoing training will be conducted on an in-hall basis with possible department-wide meetings scheduled as needed.
- 3.18 SRAs are encouraged to seek opportunities to continue their professional development.

Administrative/Operational

- 3.19 SRAs will schedule and keep (20) office hours each week while classes are in session to assist the Area Coordinator in maintaining hall/building functions.
- 3.20 SRAs will assist with duty scheduling for the RA staff.
- 3.21 SRAs will serve in a duty rotation (equally with other team members) in their assigned community during weeknights and remain in the community from 5 p.m. to 8 a.m.
- 3.22 SRAs will serve in a duty rotation (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.
- 3.23 SRAs will respond to building wide emergencies as needed, whether they are on duty or not.
- 3.24 SRAs will attend regular student leader meetings every Wednesday night from 4:00P.M. - 6:00P.M.
- 3.25 SRAs will attend a regularly scheduled 1-1 meeting with their Area Coordinator and Assistant Area Coordinator.
- 3.26 SRAs will assist with maintaining the security of the building by doing regular community walks while on duty.
- 3.27 SRAs will complete administrative duties (incident reports, duty logs, maintenance reporting, occupancy checks, health and safety checks, etc) as assigned.

