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, July 28, 2022 and ending on Monday, May 15, 2023, 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:

<table>
<thead>
<tr>
<th>START DATES</th>
<th>Fall Start Date</th>
<th>Spring Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All SRAs:</td>
<td>Thursday, July 28, 2022</td>
<td>Sunday, January 8, 2023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>END DATES</th>
<th>Fall End Date</th>
<th>Spring End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All SRAs:</td>
<td>Monday, December 12, 2022</td>
<td>Monday, May 15, 2023</td>
</tr>
</tbody>
</table>

*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 2022-2023 academic calendar.

1.1.2 Required Trainings for SRAs are as follows:

<table>
<thead>
<tr>
<th>Spring 2021 Pre-Appointment Training Day</th>
<th>Fall Training Dates</th>
<th>Spring 2020 Training Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, March 25, 2022 from 2-5pm (All Staff)</td>
<td>July 29, August 1-10, 2022</td>
<td>January 9-13, 2023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Move-in</th>
<th>Spring Move-in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 11 - Saturday, August 13, 2022</td>
<td>Sunday, January 8, 2023</td>
</tr>
</tbody>
</table>

**Please note: Training and move-in dates are subject to change pending the final 2022-2023 academic calendar.

1.2 When classes are in session, SRAs will receive hourly compensation for administrative tasks during office hours worked (20 hours a week) at a rate of $16.75/hr. 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 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.

1.4 During the weeks when classes are in session, SRAs are expected to maintain a schedule of an average of twenty (20) hours a week held in the El Dorado Hall. Scheduling will be done during business hours; however, assignments may include flex time to coordinate with any support needed during non-business hours. The appointee further recognizes the full opportunity to discuss serious deviations from the above with their supervisor.

1.5 During the weeks when classes are in session, SRAs role may include completing projects that support the Residence Life Team with daily operations of the building/area and team development. This includes RA duty scheduling, training session development, staff development activities, peer RA coaching, key inventory, room checks, and other administrative tasks as needed.

2. SRA Conditions
Senior Resident Assistant Terms and Conditions
California State University, East Bay
2022 – 2023

2.1 The SRA must have previously served in the RA position for a minimum of one semester to be eligible for the position.
2.2 The SRA must have been offered and already accepted the RA position for the term they are applying to be SRA.
2.3 All conditions of the RA position apply to the SRA position.

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 are responsible for assisting peer RAs in resolving conflicts in their community and should familiarize themselves with campus resources and conflict resolution strategies in order to facilitate successful roommate mediations in their community.
3.5 SRAs should actively promote the concept of community in the halls with peer RAs, and guide RAs to take responsibility for positive and assertive behavior within that community.
3.6 SRAs will work with each peer RA to ensure their ability to facilitate roommate agreements at the beginning of the year and whenever there are new student arrivals in the suite/apartment.
3.7 SRAs should actively support student government in Housing through RHA, and will encourage residents to become active members in the Housing community.
3.8 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.
3.9 SRAs should update the Area Coordinator on staffing or community issues/concerns.

Training and Development

3.10 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.
3.11 SRAs will meet regularly with the RAs on their team for coaching on specific topics as identified by the Residence Life Team.
3.12 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.
3.13 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.
3.14 SRAs will actively participate in spring training prior to the opening of the halls in January to prepare for the upcoming semester.

Revised as of March 2022
3.15 Professional development and ongoing training will be conducted on an in-hall basis with possible department-wide meetings scheduled as needed.

3.16 SRAs are encouraged to seek opportunities to continue their professional development.

**Administrative/Operational**

3.17 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.

3.18 SRAs will assist with duty scheduling for the RA staff.

3.19 SRAs will respond to building wide emergencies as needed, whether they are on duty or not.

3.20 SRAs will attend regular student leader meetings every Wednesday night from 4:00P.M. - 6:00P.M.

3.21 SRAs will attend a regularly scheduled 1-1 meeting with their Area Coordinator.

3.22 SRAs will assist with maintaining the security of the building by doing regular community walks while on duty.

3.23 SRAs will complete and provide peer oversight for administrative duties (incident reports, duty logs, maintenance reporting, occupancy checks, health and safety checks, etc) as assigned.

I state that I have read the above “Senior Resident Assistant Term and Conditions 2022 – 2023.” 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 Senior Resident Assistant.

__________________________  ____________________________  _____________  
Employee Name  Employee Signature  Date

__________________________  ____________________________  _____________  
Supervisor Name  Supervisor Signature  Date

__________________________  ____________________________  _____________  
MPP Name  MPP Signature  Date

Revised as of March 2022