



Iowa Western Community College

Resident Assistant Employee Contract



The Residence Life staff members hired by the Office of Residence Life agree to the general terms of the position descriptions and those outlined below. Additionally, Resident Assistants are required to participate in training and other Residence Life duties on the following dates:

Fall Dates:

**August 11-22, 2010: RA Training
September 26, 2010: RA Monthly Training
October 24, 2010: RA Monthly Training
December 5, 2010: RA Monthly Training/RA Winter Banquet
December 12, 2010: RA Staff are able to depart when buildings are completed, unless scheduled to work over break.

Spring Dates:

**January 4-10, 2011: Spring RA training
January 30, 2011: January Monthly Training
February 27, 2011: February Monthly Training
March 27, 2011: March Monthly Training
April 24, 2011: April Monthly Training
May 8, 2011: May Monthly Training/ RA Spring Banquet
May 15, 2011: Afternoon: Resident Assistant Staff are able to depart when buildings are completed

**The dates listed above are not all inclusive (i.e. there are other events and times throughout the year that may require the presence of the Resident Assistant.)*

Job Description

The Resident Assistant is a nine month position that works closely with the Student Life staff members and students to foster a community environment within the housing facility. The Resident Assistant is a full-time student who lives on campus to support the academic success, social development, and personal growth of students by creating intentional programs and experiences within a diverse community of learners that involve students, faculty and staff. The Resident Assistant *understands and implements* College and Residence Life policies, and, in turn represents the needs of the residents to the administration. The Resident Assistant reports directly to the Residence Life Coordinator of their housing facility.

Being a Resident Assistant means being a supportive member of a staff team. A team consists of your fellow Resident Assistants, the Senior Resident Assistant, the Residence Life Coordinators, the Director of Residence Life, the Residence Life Assistant, the Student Desk Workers, and other Student Life staff members. Together the entire staff works as a team to create a responsible living and learning environment.

STAFF RESPONSIBILITIES

EXPECTATIONS & REQUIREMENTS

1. The Resident Assistant is expected to maintain a minimum cumulative grade point average of 2.50. *If a Resident Assistant's cumulative GPA falls below a 2.50, their employment may be terminated. Random Academic Reports may be issued per request of the RLC or Resident Director.*
2. The Resident Assistant must be enrolled as a full time student (12 credit hours) at Iowa Western Community College
3. Any extra employment or other responsibilities taking the Resident Assistant out of the residence hall must first be approved by the Residence Life Coordinators.

4. A Resident Assistant must remain in good standing, academically and judicially, with IWCC.
5. Attend and participate in all staff training, meetings, and workshop sessions. This includes but is not limited to:
 - Fall Training in August
 - Monthly training programs provided by the Office of Residence Life
 - Spring Training in January
 - Attend all weekly staff meetings scheduled by the Residence Life Coordinator

ADMINISTRATIVE RESPONSIBILITIES

As members of the Residence Life staff, RAs are expected to complete the following administrative tasks in a timely and efficient manner:

- The Reiver Village, Reiver Tower and Reiver Suites I & II must have two staff members on-call in the evenings, seven nights a week. On-Call responsibilities include, but are not limited to the following:
 - Conduct rounds of the housing facility
 - Check for safety and security concerns
 - Be visible to residents
 - Make sure the building is clean and presentable
 - Respond to noise complaints
 - Confront and report inappropriate behaviors
 - Carry on-call cell phone and *stay with in the building during duty shift (7:45pm-8:00am)*
 - Work closely with Campus Security and on-duty Council Bluffs Police Officers.
- Resident Assistants are expected to maintain one (1) office hour per week. During this time the RA will be available to the Residence Life Coordinators for assistance by being present at the front desk.
- Complete 7 hours of unpaid desk duty per week.
 - Until desk workers are hired for the fall and spring semesters, RA's will be responsible for the desk hours
 - Desk hours will begin during August move-in,
- Participate fully in the opening and closing of the housing facilities. If an RA makes the decision to leave campus before move-out is complete his/her account will be charged **\$400 for not completing the employee contract.**
- Check email, mail, voicemails, and text messages on a daily basis.
- Complete all programming reports, health and safety inspections, round logs, and other paperwork as soon as task is completed.
- Share responsibilities for providing duty coverage over holidays and vacations when the housing facilities are open and closed.
- Complete health and safety inspections of the rooms on your assigned floor on a bi-weekly basis.
- Work with other staff members in the assigned building to develop a hall/floor theme. Create door decorations and bulletin boards.
- Assume responsibility for the security of your facility, including the use of master keys.
- Staff members must support fellow staff members, both in words and actions.
- Residence Life staff members are encouraged to participate in outside activities, clubs, and organizations. However, extracurricular activities must be carefully weighed with the RA job responsibilities and time commitment.
- Staff Members should be aware of emergency procedures and react to critical situations in an efficient and effective manner.
- **All other duties as assigned**

LEADERSHIP

RAs hold leadership positions of responsibility and will need to exercise authority in some situations. As leaders in the housing facilities, RAs are expected to do the following:

- Assume the primary leadership role, serving as role models for responsible behavior and personal integrity, while exercising good judgment.
- Know and educate residents about all IWCC policies, procedures, and regulations.
- Be available and accessible to the students by spending a *significant amount of time* on the floor and in the housing facility.
- Establish contact with every resident on your assigned floor on an ongoing and regular basis.
- **Respect and maintain confidentiality**

PERSONAL CONDUCT

The RA is recognized as a student leader and staff member of Iowa Western Community College and is expected to act accordingly at all times. While the Office of Residence Life does not want to infringe upon the life of the staff member, the RA is expected to make appropriate decisions in regards to relationships within the staff, alcohol consumption, and other areas that may affect their ability to be a good role model. Failure to adhere to this policy, or actions that hinder the RA's ability to do their job and/or their role as a student leader and role model, will result in adequate sanctioning from the Office of Residence Life, and depending on the situation, could result in termination. RAs are expected to do the following:

- Staff members must know, abide by and enforce all policies as described in their Student Handbook and Residence Life Handbook
- Know, abide by and enforce all local, state, and federal Laws.
- Act in an honest, conscientious, and professional manner, showing respect for all cultures, races, genders, classes, spiritual identities, sexual orientations, interests and abilities. Refrain from becoming involved in activities or encouraging norms which are in direct opposition to this principle.
- Maintain a healthy balance between the resident assistant position, academic load, and personal life.
- An RA is a publicly identified student leader at IWCC. I understand that the Student Life Professional Staff may view my "Facebook", "MySpace", or other public online journals. Photos, "groups", or other content which violate the IWCC Student Code of Conduct may result in probation or termination. This includes, but is not limited to, derogatory statements, depictions of underage or excessive alcohol use, and illicit drug references. Any act of conduct on or off campus should always be done with the intention of demonstrating how outstanding leaders excel in the collegiate environment.
 - Once a member of the IWCC Residence Life Staff, you must become a member of the IWCC Residence Life Facebook page and Fan Page to receive all updates.
 - No disrespectful or derogatory mention of another staff member, intentional or unintentional, direct or indirect, can be made.
 - There will be no negative references to the RA position or responsibilities related to the position.
- Maintain an open-minded attitude and support the Residence Life program, staff, and supervisors.
- Monitor other commitments to see that they do not interfere with academics and resident assistant responsibilities. The Residence Life Coordinator must approve any additional employment. *Approval for additional employment is based on financial need and/or above average academic performance and above average performance in the resident assistant position.*

COMMUNITY DEVELOPMENT

RAs are responsible for creating a residence environment in which all views can be voiced, heard respectfully, and fully explored. RAs are expected to do the following:

- Encourage students to participate actively in College activities. The RA should make students aware of the various possibilities for learning and activity.
- Staff members are expected to meet the programming standards per semester.
- Each RA is required to attend 1 program in the Student Center, which is provided by their respective Residence Life Coordinator.
- Each RA is required to attend one program a month in their own facility, not including their own program.
- Each RA is required to attend one program per month in another facility.
- All programs will be pre-scheduled by your Residence Life Coordinator
- All RA's are highly encouraged to attend all programs in the Student Center
- Each RA is required to attend and support other events being held on campus by athletics, the Arts Center, Student Life, etc.
- Help plan and implement campus wide programs with an SRA committee.
- Help, work, and attend Student Life activities that are held on main campus.
- Create educational and informational bulletin boards on a monthly basis.
- Plan programs exploring various cultural backgrounds, sexual orientation, race, gender and other diverse issues in an attempt to increase community awareness.
- Plan programs that support the academic success, social development and personal growth of students.

COMPENSATION

- RAs in the Reiver Tower, Reiver Village, and Reiver Suites I & II receive a single room in their assigned housing facility and a 12-Flex Meal Plan (total compensation equal to approximately \$5350 per semester). The opportunity for paid desk hours is also available to RAs. Please note that refunds will not be given for the meal plans.
- During Fall and Spring training, Fall and Spring move-in and move-out, and any other additional time required by the RA to reside on campus, not all meals will be paid for or provided by the IWCC Residence life Department.

I understand and agree to all of the terms of this contract. I understand if I fail to adhere to these responsibilities I will be in breach of contract and may be terminated or additional penalties may be assigned by RLC or Director.

Resident Assistant Name (print)

Date

Resident Assistant Signature

Date