**Job Summary**

The Resident Assistant (RA) develops communities in UMass Boston Residence Halls by planning and facilitating programming; enforcing policies and protocols; and serving as a resource to other UMB Students. RA’s are undergraduate student leaders in the Department of Housing & Residential Life (HRL). RA’s maintain a high level of involvement in support of on-campus residents, the HRL programming model, and serve as role models and mentors to other UMB students. This is a leadership opportunity that provides a room in the residence hall as well as a meal plan. RA’s are required to live in the residence hall in order to successfully fulfill the expectations of the position.

**General Duties and Responsibilities**

**COMMUNITY BUILDING:** In order to establish a cohesive community, the RA is personally available to hall residents; provides opportunities for interaction and promotes resident involvement; supports student leadership; communicates important information to residents by email, newsletter, community meetings, or other methods; works to create a community where all residents feel welcome, valued, and safe, including residents who identify with a minority social or cultural group, belief system, religion, political orientation, and other aspects of identity and belief systems; works to facilitate an environment of acceptance; acts as a role model to residents; and mediates conflict as appropriate. The RA must be approachable and display a genuine interest in the welfare and personal development of hall residents. The RA is expected to maintain a presence in the community, especially during peak times when residents are active in the community.

**STUDENT DEVELOPMENT:** The RA facilitates student development by providing opportunities for residents to establish a balanced lifestyle. These opportunities include programs addressing various aspects of resident interests and personal wellness, the distribution of informational materials, the referral of residents to appropriate resources, and the active encouragement of and support for resident involvement and participation. The RA is expected to personally know residents and be aware of their needs and interests in order to provide appropriate programs and encourage skill development. The RA supports student leadership and promotes involvement.

**ACADEMIC:** The RA is expected to orient students to UMB student services; encourage behavior that contributes to academic success; refer students to proper academic advising channels; and establish a community environment that supports a resident’s right to sleep and study.

**RESOURCE AND REFERRAL:** The RA is responsible for referring students to the appropriate UMB and community resources as they deal with academic and personal issues. Such referrals require the RA to be knowledgeable about resources, responsive to requests, and available for follow-up. The RA is expected to immediately respond to crisis situations.

**POLICY ENFORCEMENT:** The RA is responsible for consistent rules of all HRL and Capstone On-Campus Management (COCM) and UMB policies as well as Massachusetts and federal laws. This involves the education of residents on housing policies, the establishment of an environment that promotes personal responsibility, and the encouragement of participation in upholding policies.

**TEAMWORK:** The RA is responsible for contributing to positive work relationships; participating as a team member in achieving the stated goals of the staff, the HRL department, and COCM; cooperating with staff members and supporting team and HRL projects and initiatives; demonstrating an acceptance for differences in style; and establishing and maintaining positive working relationships with COCM staff, Sodexo dining staff, front desk staff, and other HRL, UMB, and COCM personnel.

**ADMINISTRATIVE:** The RA is responsible for operational and administrative tasks such as assisting with move-in and move-out procedures; documenting all alleged policy violations; completing necessary paperwork and reports; completing duty responsibilities; reporting and following up on building maintenance needs; promptly attending designated meetings; and executing other tasks as assigned.

**Agreement Period**

This Agreement is in effect from the first day of August RA training, and until the day after the residence halls close. For the 2018-2019 academic year, the agreement will be in effect from 8:00am on Thursday, August 23, 2018 until noon on Saturday, May 25, 2019. Note that RA’s are required to cover some duty shifts during University Breaks. See the “RA Training, Residence Hall Opening and Closing, and Academic Year Breaks” section of this document for specific information.
Specific Job Requirements

1. The RA is expected to consistently demonstrate behavior characterized by integrity; this includes, but is not limited to, providing accurate and true information on all documentation and communications with all HRL, COCM, and UMB personnel.
2. The RA is expected to meet all Community Development expectations as outlined by their Community Director or other HRL staff member.
3. The RA is expected to sleep in their room a minimum of every night before a day in which UMB classes are in session, and a minimum of one night per weekend, unless otherwise approved by their Community Director. RA’s MUST sleep in their own room when they are on duty. The RA must inform their supervisor in advance of any nights they plan to be away from the residence hall in order to ensure a minimum number of staff are present in the building in the event of an emergency or other crisis. RA’s are strongly encouraged to spend at least one weekend per month away from the residence hall.
4. As a member of HRL and UMB staff, RA’s are expected to serve as a positive representative of our department and institution. RA’s are expected to serve as positive role models through all internet activity and computer-related communications, including, but not limited to, social media, instant messaging, texting, on-line journals, and email tags.
5. RA’s are not official spokespersons for HRL, COCM, or UMB; and may not agree to be interviewed by any media outlet on any matter pertaining to the RA job, the residence hall or residence hall life on campus, the Housing & Residential Life Department, COCM, or UMB; including student media, without prior approval from the Director of Housing & Residential Life or designee.
6. The RA position has both real and perceived power dynamics associated with it. For this reason, should an RA develop a romantic relationship or other very close relationship with another staff member or a student who resides in an on-campus housing residence hall, the RA must alert their supervisor immediately so that adequate measures may be taken to protect both the RA and the resident or other staff member from any issues they may arise from differences in power dynamics. RA’s must also alert their direct supervisor to any pre-existing strong relationships that may exist between them and another on-campus resident; such as a sibling, other family member, or significant other residing in the building.
7. The RA is expected to know, enforce, and model all applicable Massachusetts and federal laws, as well as UMB, HRL, and COCM policies and regulations. These include, but are not limited to, policies related to Master Key usage; Duty Expectations; Incident Response Protocol; Communications with Press; and the University of Massachusetts Code of Student Conduct.
8. On-campus residence halls at UMB are alcohol free. RA’s may not consume or be under the influence of alcohol while present in an on-campus residence hall, even if they are of legal drinking age.
9. Because the University of Massachusetts receives federal funding in the form of student financial aid, research grants, and other monies, we are required to enforce federal laws that pertain to marijuana. Although medial and recreational use of marijuana is permitted under Massachusetts law, campus authorities, including RA’s, must enforce federal law in this matter. RA's may not consume or be under the influence of marijuana while present on campus, even with a valid medical prescription. On-campus residents, including RA’s, are not permitted to keep marijuana in any form on campus, even if it is not consumed on campus, and even if it is medically prescribed.
10. The RA is expected to successfully complete all duty and on call responsibilities as assigned. This includes HRL duties and break coverage as assigned. While on duty, the RA is expected to remain in their assigned building from 7:00pm – 7:00am, unless otherwise directed or pre-approved by their supervisor or the Community Director on Call. Each RA will be expected to cover some duty shifts during University Break Periods as outlined in the “RA Training, Residence Hall Opening and Closing, and Academic Year Breaks” of this Agreement.
11. In the event that an RA is arrested, receives a criminal charge, restraining order, or other court action, they are expected to alert their Community Director immediately.
12. The RA is expected to follow instructions/directives that are related to their job that are given by direct or indirect supervisors. Indirect supervisors include, but are not limited to, a Community Director who is not the RA’s supervising CD; any staff member in the Office of the Dean of Students or the Office of the Vice Chancellor for Student Affairs; the Director of Housing & Residential Life; the Associate Director of Housing & Residential Life; and any Assistant Director in Housing & Residential Life.
13. RA’s are expected to attend one-on-one meetings; staff meetings; the entirety of the pre-service training in August/September; in-service trainings; and mid-year training in August. Weekly staff meetings will occur 7-9pm on Tuesday evenings; RA’s must be present for the entirety of every staff meeting unless excused in advance by their direct supervisor.
14. The RA is expected to check their staff mailbox and their UMB email account at least daily on days when UMB classes are in session and every day during the August/September and January training periods.
15. The RA is expected to notify their Community Director about any outside employment, internships, student teaching, practicums, or any other activity which may cause the RA to be outside of the residence hall for significant periods of time.
16. RA’s are expected to assist in the selection process for succeeding year RA’s.
17. RA’s may not hold executive or other positions on the UMB Residence Hall Association (RHA), except for the position of RA Staff Liaison.
18. RA’s are expected to plan, and/or execute, and/or assist in all major housing-wide activities; including, but not limited to, residence hall opening and closing; major hall programming; Admissions events such as Open House and Welcome Days; and any other job-related activity deemed essential by the Director of Housing & Residential Life.
19. RA’s must be registered for a minimum of 12 credits per academic semester. RA’s wishing to register for more than 18 credits per semester must receive prior approval from their Community Director. An RA who is a graduating senior who does not need to complete 12 credits in their final semester of employment in order to graduate may take fewer credits with prior approval from their Community Director.
20. RA’s who are terminated from employment, who do not make the minimum grade requirements, who resign, or who are otherwise removed from, or chose to leave, the RA position, are not guaranteed housing in the residence hall upon the termination or resignation of their employment. RA’s who are terminated or who resign will have 48 hours to completely move out of their RA room. Decisions to terminate an RA are final, there is no appeal process for employment terminations.
21. Should an RA be documented for a policy violation, they may be suspended from the RA position while an investigation of an alleged violation takes place. During the suspension period, the RA may still reside in their assigned RA room, and will still have access to their RA meal plan; but will not be permitted to participate in any other duties related to the position, including, but not limited to, duty rounds; programming; attendance at staff meetings; etc. The RA will go through the same conduct process as any other student who allegedly violates a policy; and the conduct officer assigned to adjudicate the case will be someone without a strong personal or direct supervisory relationship with the RA. If an RA is found responsible for a violation of policy, employment action will be taken that will range from a formal warning to termination from the RA position.
22. This Agreement covers one academic year. RA’s are not guaranteed that they will be offered a position in a subsequent academic year. RA’s who wish to renew their RA position must go through a competitive hire process in order to obtain the position in a subsequent year. However, RA’s who start in the position in the Spring semester may be automatically offered a position in the subsequent academic year, at the discretion of their Community Director and in consultation with the Associate Director of Housing and Residential Life.

Supervision Received
RA’s are directly supervised by a full-time Community Director (CD). RA’s are indirectly supervised by other full time, professional staff members in the Housing & Residential Life department, and may also receive direction from staff in the Office of the Dean of Students and the Office of the Vice Chancellor for Student Affairs.

Compensation
As compensation, RA’s will receive:
1. A private room, valued at approximately $5,994 per semester.
2. A meal plan, valued at approximately $2,695 per semester.

RA Grade Policy
The RA position requires the incumbent to have well developed time management skills that will allow them to be successful as both a UMB student and an RA. The following grade policy is in effect in order to maintain eligibility to be an RA:
1. RA’s must maintain a semester and cumulative Grade Point Average (GPA) of 2.25 or higher.
2. An RA whose GPA is between 2.00 and 2.25 will receive one (1) semester of grade probation to bring their semester and cumulative GPA to 2.25 or higher. During the probationary semester, the Community Director will work with the RA to develop an academic success plan. If the RA is unable to bring their GPA back to the minimum GPA standard after one semester of probation, they will be terminated from the position.
3. RA’s will only receive one semester of academic probation. For example, if an RA is on probation in the Fall semester for not meeting the minimum GPA standards, but achieves the minimum standard in their Fall semester grades, they will be eligible to be an RA in the Spring Semester, and will be off of academic probation. However, if an RA is re-hired for a subsequent academic year, and then does not meet the minimum GPA standard for a second time, they will be terminated from the position.
4. In no circumstance will an RA who receives a GPA below a 2.00 be allowed to retain the RA position, nor will they be placed on probation, and will be terminated. RA’s terminated for not making grades will be able to re-apply for the RA position once their grades meet the minimum standard, but are not guaranteed that they will be re-hired.
5. Summer or Intersession courses may not be used to bring the GPA back to minimum standards.

**RA Termination**

If an RA is terminated from the RA position, either by resignation or as the result of an employment action, the following conditions apply (note – the terms “termination” or “terminated” below also applies to voluntary resignations):

1. RA’s who are terminated are not guaranteed housing in the residence hall.
2. Terminated RA’s will have 48 hours to completely vacate their assigned RA room.
3. Terminated RA’s may be offered space in the residence hall if space is available, at the discretion of the Associate Director of Housing & Residential Life or designee. If a terminated RA is offered space, they will be charged for the space as soon as they formally occupy it. In most circumstances, a terminated RA who is allowed to continue to reside in the building will not be permitted to live in the same community in which they were an RA.
4. The RA meal plan will be terminated immediately upon the RA’s termination or resignation from employment.
5. “Dining Dollars” associated with the RA meal plan will be calculated at a pro-rated basis upon release of employment due to termination or resignation. If an RA has used more Dining Dollars than the daily prorated amount, they will be charged the difference.

**RA Training, Residence Hall Opening and Closing, and Academic Year Breaks**

**RA Training:** The RA is responsible for providing high quality care to their residents in a wide variety of situations, that may range from helping a resident find their academic advisor to a major, building-wide crises. The RA Training program is intended to prepare the RA for their responsibilities, and is a critical component of being an RA. During RA Training periods, RA Training must be the RA’s top priority. RA’s must attend all of RA training in its entirety, and will not be excused from training to work at other jobs, internships, summer or intersession courses, etc.

All RA’s must be present during the dates below for all of RA training. RA training typically lasts all day and some days there will be evening trainings. Note that all meals (breakfast, lunch, and dinner on weekdays, and brunch and dinner on weekend days) will be provided during this time.

**Fall Training:** Please note – the residence hall may not yet be open for occupancy at the start of RA training. If this is the case, alternative accommodations will be provided to the RA during the Fall training period. RA’s will be able to move into their training accommodations on Wednesday, August 22, 2018, starting at 1:00pm. All RA’s need to arrive no later than 9:00pm on Aug 22. Note that training accommodations may not be private accommodations in the event that the residence hall is not yet open – RA’s may have to share hotel rooms or other space with other RA’s. If this occurs, RA’s will be permitted to either choose a specific roommate or roommates and/or will be able to indicate a preference for a roommate or roommates of the same gender identity as the RA.

Fall Training will begin at 8:00am on Thursday, August 23, 2018, and end on Saturday, September 1, 2018.

**Spring Training:** RA’s must be back in the residence hall for the Spring semester by 9:00pm on Monday, January 21, 2019. RA Spring training begins at 8:00am on Tuesday, January 22, 2019 and will conclude on Thursday, January 24, 2019.

**Hall Opening and Closing:** RA’s must be present all day on hall opening and closing days, and will be assigned tasks pertinent to opening the building and starting the process of building community with their residents.

Fall Opening Day will be Sunday, September 2, 2018. RA’s must be present in the building the entire day, including in the evening.

While the residence halls remain open during the Semester Break, we anticipate that a significant majority of residents will leave for break. RA’s will be responsible for helping to ensure the hall is prepared for a period of low occupancy. For this reason, RA’s will not be permitted to leave campus for the Semester Break until 9:00pm on Friday, December 21, 2018, unless prior approval is granted at least four (4) weeks in advance by the supervising Community Director.

The RA contract does not end until noon on Saturday, May 25, 2019. RA’s are not permitted to leave campus for the summer prior to this date and time, and will be expected to help facilitate the closing of the residence hall in the preceding days. Exceptions to this rule will be made for RA’s who are graduating seniors so that they may fully participate in and enjoy Commencement.

**Academic Year Breaks:** The residence hall will be open through Thanksgiving Break, Semester Break, and Spring Break. The RA Agreement is in effect during these periods, and a minimal level of staffing must be present in the building at all times.
RA’s who leave campus for Thanksgiving Break may not depart until 6:00pm on Wednesday, November 21, 2018 and must return by 5:00pm on Sunday, November 25, 2018; unless prior approval is obtained in advance from the supervising CD.

RA’s who leave campus for all or part of Semester break may not depart campus until 9:00pm on Friday, December 21, 2018, unless prior approval to leave earlier is obtained at least four (4) weeks in advance from the supervising Community Director.

RA’s must return to campus from Semester Break by 9:00pm on Monday, January 21, 2019. There are no exceptions to this date and time.

RA’s who leave campus for all or part of Spring Break may not depart campus until 9:00pm on Friday, March 8, 2019 and must return by 5:00pm on Sunday, March 17, 2019, unless prior approval is obtained in advance from the supervising CD.

Thanksgiving Break consists of four (4) evenings: Wednesday, November 21, 2018 – Saturday, November 24, 2018.


Spring Break consists of nine (9) evenings: Friday, March 8, 2019 – Saturday, March 16, 2019.

There are a total of 45 evenings designated as “break” evenings, and there must be two RA’s on duty at all times during break evenings, for a total of 90 break duty shifts. Each RA will work a minimum of three break duty shifts. Specific break duty shifts will be determined in the early part of the Fall 2018 semester so that RA’s can plan their break travel.

Note that the dining commons will be closed during these breaks, and on-campus food options may be very limited during break periods, with some days having no dining options open. When dining options are available, RA’s will be able to use the “Dining Dollars” associated with their meal plan to obtain food. For RA’s working duty shifts on break evenings when no dining options are open on campus, a stipend will be provided for the dinner meal so that RA can order dinner from an off-campus restaurant; and/or a pre-packaged meal will be provided by Sodexo.

Break duty shifts are 24 hours, and begin and end at 5pm. During Break Duty shifts, at least one RA must be physically present on campus from 6am-5pm; and one RA will be permitted to leave campus to as long as they remain within a 30 minute response time. Between the hours of 5pm-6am, both RA’s must be physically present in the residence hall.

I have read and understand the terms and conditions of being a Resident Assistant at the University of Massachusetts Boston as defined in this Agreement. By signing and submitting this Agreement, I am stating my full commitment to the terms of this Agreement, and to serve as a Resident Assistant for the entire 2018-2019 academic year.

Resident Assistant Name (please print): ____________________________________________

Resident Assistant Signature: ___________________________________ Date:___/___/___