



RESIDENT ASSISTANT/ COMMUNITY ASSISTANT CONTRACT

2011-2012

Office of Residence Life

General Statement

A Resident/Community Assistant herein referred to as RA/CA, at Ramapo College of New Jersey is a full-time undergraduate student whose function is to act as a student advisor to the residents in the College residence halls and help in building strong and healthy residential learning communities which complement and extend classroom learning. RA/CA's are expected to encourage students to develop interdependence, maturity, and responsible decision-making and life skills through formal community building programs, and informal face-to-face meetings and interactions.

RA/CA's must be committed to self-development and the development of others, to the Office of Residence Life and to Ramapo College of New Jersey. RA/CA's are selected because of their maturity, leadership abilities, experience and interest in working with other students and staff members on campus. RA/CA's are a vital and integral part of the Residence Life program at Ramapo College of New Jersey. As a paraprofessional staff member of the Division of Student Affairs, RA/CA's act as a representative of the College who interacts most directly with a diverse population of campus residents.

Resident Assistants report to the Residence Director (if in Pine, Linden, Laurel, Overlook, Mackin and Bischoff Halls), while the Community Assistants report to the Graduate Residence Director (if in the College Park Apartments or the Village areas) who then report to the Area Director. Together, they are all responsible for adhering to the policies and practices set forth by Ramapo College of New Jersey and the Office of Residence Life.

Due to the RA/CA's unique position, work cannot be easily translated into hours worked per day or week. The RA/CA job has responsibilities that will need to be completed everyday and will require visibility in and around campus and their building.

Finally, RA/CA's are expected to exercise good use of personal judgment to protect their credibility in the eyes of others which is critical to their ability to perform this job effectively.

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT:

- The first and foremost requirement is a sincere commitment to the position and to the Office of Residence Life. The RA/CA will place first priority on their responsibility as a RA/CA, over all other non-academic concerns and activities.
- I understand that in order to perform my job, I am required to live in assigned on-campus housing for the duration of my employment.
- Good academic standing – a minimum cumulative grade point average of 2.50 must be maintained, regardless of how many semesters you have attended Ramapo College of New Jersey. RA/CA's must also maintain full-time status to reside on campus, which is 12 credits or more. If an RA/CA drops below the full-time status of 12 credits, they may be terminated from the RA/CA position and may be relocated to a different area on campus or may be required to leave campus housing altogether.
- RA/CA's who fall below the cumulative 2.50 GPA requirement are subject to dismissal and this includes summer classes. Grades will be checked after each class session or semester.
- RA/CA's who fall below the semester 2.50 GPA requirement will be placed on academic probation for the following semester. If their semester GPA is still below the 2.50 requirement for the subsequent semester, their position will be terminated. Summer class grades will not be considered for purposes of probation. Grades will be checked after each class session or semester.
- In the event that an RA/CA receives an incomplete (I) grade that could potentially put him/her below the required 2.50 cumulative GPA or semester GPA while on probation, they will be terminated from the position. However, if the incomplete (I) brings the RA/CA's GPA above the 2.50 requirement(s), they may be considered for alternate status.
- An RA/CA's employment with the Office of Residence Life may be affected if they are terminated from another position on campus.
- The RA/CA position is typically a one (1) year appointment. In some instances one (1) semester appointments will be considered. It is understood that termination after one semester is possible based upon evaluation by the supervisor. If an RA/CA applies for a one (1) semester appointment, placement of that RA/CA in their assignment will be based on departmental needs so as to avoid a disproportionate number of mid-year vacancies.
- RA/CA's are responsible for the duties, policies and procedures outlined in this job contract, the RA/CA Reference Guide, the Office of Residence Life Guide to Community Living, the Critical Policies Guide and the Student Handbook. The RA/CA is also responsible for other duties as assigned by their supervisor(s) or the Office of Residence Life.
- RA/CA's will refrain from any behavior which discriminates against an individual or group because of their age, race, color, sex, or other genetic characteristics as defined by the College's Affirmative Action Policy or any other protected category. Any employee found in violation of this requirement shall be subject to corrective action, which may include disciplinary action and/or termination.

MAJOR RESPONSIBILITIES:

Student Development

- One of the roles an RA/CA will have is to develop a positive rapport with each resident on their floor, wing, or building and to build a trusting relationship that will foster open communication. An RA/CA will strive to build a harmonious community bringing together students of varying cultures, beliefs, genders and religions.
- RA/CA's will be a positive role model for all residents of their floor, wing, building or area.
- RA/CA's that are under the age of 21 may not, purchase, consume, possess or offer alcohol to those individuals that are not 21 years of age or older. RA/CA's that are 21 years of age or older, may purchase, consume and possess alcohol in designated "alcohol allowed" areas on campus. RA/CA's are expected to consume alcohol responsibly and use good judgment when making decisions. RA/CA's over the age of 21 may not purchase, supply or provide alcohol to those that are under the age of 21. Alcohol may not be consumed before or during any Residence Life related function, including but not limited to duty, programs, meetings, etc. Any RA/CA's in violation of this agreement, the Student Handbook or the Guide to Community Living will be held judicially responsible and may be terminated from their position as an RA/CA.
- Ramapo College of New Jersey believes that the health and safety of all College members is negatively affected by the use of illicit drugs and alcohol. If an RA/CA is found to be driving under the influence of drugs or alcohol, on or off campus, they will face disciplinary action and/or judicial action and may be terminated from their RA/CA position. RA/CA's are not permitted to engage in any illegal activity, such as the solicitation of illegal drugs.
- RA/CA's will be a resource for residents who are having a difficult time adjusting to college life, academics or having personal issues.
- RA/CA's will encourage understanding and acceptance.
- RA/CA's will assist in the development of community standards and roommate expectations.
- RA/CA's will encourage residents to respect and maintain their building and campus surroundings.
- RA/CA's will assist residents in their development as students and individuals.
- RA/CA's will be approachable, accessible and visible to their residents.
- RA/CA's will confront inappropriate behavior in an objective, consistent and respectful manner providing rationale for policies.
- RA/CA's must remember that any form of social media and any internet information/source are publicly accessible. RA/CA's should refrain from comments that would negatively affect the

image of Ramapo College of New Jersey, Faculty and Staff, including your image as a RA/CA and their position as a role model. Personal or sexual related entries, references to policy violation or a Code of Conduct violation that is posted online may result in termination from the position.

Administrative Duties

- RA/CA's are responsible for assisting with maintenance assessment of our residence halls. Inventories are expected to be as accurate as possible. An inventory must be completed for every resident. Common areas are also to be inventoried and monitored for damages. RA/CA's are responsible for re-inventorying rooms/suites from which residents check-out. RA/CA's are responsible for completing a new inventory for each new resident.
- RA/CA's are required to attend and participate in weekly staff meetings, one-on-one meetings, as well as any other scheduled meetings.
- RA/CA's are required to conduct health and safety inspections for their floor/wing/building/area.
- All RA/CA's are expected and required to report to the RA/CA training program prior to check-in at the beginning of the Fall and Spring terms, to remain on campus and work through first year student check-in and returning student check-in. Training is usually the last two weeks in August for Fall opening and the second week in January for Spring opening.
- All Resident Assistants are required to serve on a Residence Life Committee.
- Community Assistants will not serve on Residence Life Committees except for Residence Hall Association.
- RA/CA's are required to fulfill office hours and provide duty coverage during Spring Break.
- RA/CA's are responsible for attendance and participation at in-service workshops and community service events. RA/CA's must attend one in-service per semester and one community service for the academic year. Dates and times will be provided by the Para-Professional Staff Development Committee.
- RA/CA's are responsible for expectations as outlined by supervisors and the Office of Residence Life.
- In the event that there is a campus emergency, such as a sprinkler going off in a residence hall, all RA/CA's will be required to be "all hands on deck", if you are available and not in classes. This statement does not include all types of campus emergencies. Campus emergencies will be deemed emergencies by the On Call Administrator, Director of Residence Life or designee.
- When there is inclement weather, and the College closes early, or is closed altogether, the hall office will remain open for its regularly scheduled office hours and duty.
- RA/CA's are required to maintain accurate administrative records.

- RA/CA's are required to conduct building/floor meetings as dictated by their supervisor or the Office of Residence Life timeline.
- RA/CA's are responsible for the completion of bulletin boards and door tags which must be posted by the date specified on the Office of Residence Life timeline.
- RA/CA's are required to attend a mandatory Housing Selection meeting during the Spring semester.
- All RA/CA's are required to remain until the designated release date following the official closing of the Residence Halls/Apartment Complexes and/or graduation at the end of each semester. Exact dates will be determined by the Director of Residence Life and communicated to the Residence Life staff.
- Ramapo College of New Jersey views email and voicemail as an official form of communication. Therefore, all RA/CA's are expected to maintain professional tones and demeanors while communicating via email, telephone or face to face. This includes emails sent via the Luminus group. It is expected that email, voicemail and office mailboxes be checked daily and responses made, when necessary.

Office Hours and Duty Expectations

- RA/CA's are responsible for completing six office hours Monday through Friday between the hours of 11:00 AM to 8:00 PM.
- RA/CA's will partake in and are responsible for a duty rotation seven days a week.
- RA/CA's will conduct two (2) rounds of the building/area while on duty from 8:00 PM to 12:00 AM.
- While on duty, RA/CA's will respond to all lockouts and all noise complaints for their building/area.
- Loss of any master key or key in general may result in immediate termination. Misuse of any master key, bedroom combination or key in general will result in immediate termination. It will be the responsibility of the RA/CA to immediately contact the On Call Administrator via Public Safety if a master key or key is lost. Misuse of any bedroom combination, sub-master, master key or key in general will be subject to criminal charges.
- RA/CA's that miss their scheduled duty day or weekend, or are late for their scheduled duty day or weekend for an unexcused reason may result in employment probation or termination.
- RA/CA's should be available and visible 2 weekends per month. All outside employment on weekends needs to be discussed with your direct supervisor.
- RA/CA's are expected to refrain from activities (both prior to and during duty) that would impair their ability to respond appropriately to a situation while on duty. This includes the use of alcohol and other drugs.

Incident Report Writing and Involvement with Incidents

- RA/CA's are responsible for responding to noise complaints, lockouts, incidents, etc. Incident reports should be written anytime an RA/CA responds to an incident.
- RA/CA's will be responsible for contacting Public Safety for any incident they may witness that violates the student Code of Conduct such as alcohol, theft or any immediate need of Public Safety for additional assistance. RA/CA's are not authorized to issue warnings.
- Incident reports must be submitted by 8:30 AM the day following the incident.
- RA/CA's are expected to maintain confidentiality when writing incident reports, witnessing incidents and/or policy violations.

RA/CA Evaluations, Time Commitment and Outside Employment

- Re-appointment is not guaranteed, but based on overall performance which includes but not limited to: supervisor evaluations, resident evaluations, attitude and any other pertinent factors which may affect performance. In addition, time restraints and academic schedules for the following semester will also be considered when reviewing re-appointment applications.
- Upon reappointment, it is understood that RA/CA's are placed into different residential areas/buildings based on departmental need. RA/CA's are not placed into a residential area/building based on seniority, how many years within the department, requests for specific areas/buildings, or for any reason other than departmental need.
- Building assignments for RA/CA's are subject to change at any time based upon departmental needs.
- RA/CA's with any leadership position on campus may be required to fill out a time commitment form and speak with their direct supervisor. Due to a significant conflict of interest, RA/CA's may not serve as President of the Student Government Association or on the E-board for RHA.
- Outside activities, on campus activities or other on/off campus employment must not interfere with RA/CA duties or overall job performance.
- RA/CA's will not be permitted any extended leave time. In the instance of prolonged illness or other extenuating circumstances that require the RA/CA to be absent from campus for more than three (3) consecutive days, it is the responsibility of the RA/CA to communicate these circumstances to their supervisor within a timely manner at which time an assessment will be performed of the RA/CA's ability to carry out their job responsibilities. We reserve the right to terminate their contract if it is deemed they can not fulfill assigned job responsibilities.
- Staff members who wish to participate in Greek life must abide by all policies and procedures listed by the College and must communicate with their supervisor prior to engaging in any pledge process.
- RA/CA's may be placed on an RA/CA alternate list or reappointed if they leave the position

due to a study abroad, internship or other reason, if the following conditions are met:

- The RA/CA previously completed one full semester as a RA/CA for the Office of Residence Life.
- The RA/CA notified the direct supervisor of their intent to leave the RA/CA position due to an internship, study abroad, or any other reason prior to the completion of their contract as an RA/CA.
- The RA/CA left the position on good terms, is in good standing with the Office of Residence Life and has expressed desire to return as an RA/CA.

ID Cards and Student Staff P-Drive

- RA/CA's will receive a new ID card that has "student staff" printed on the front of the ID card. Each RA/CA must present their current student ID card to their supervisor and obtain their new ID card with the "student staff" title on it.
- At the conclusion of employment, the RA/CA will return their ID card that says "student staff" to their supervisor. RA/CA's will receive their regular student ID card back.
- RA/CA's will not misuse or engage in problematic entrance into other Residence Halls.
- Student Staff P-Drive must not be misused. If logging on to a public computer, you must remember to protect the confidentiality of the Student Staff P-Drive by logging off that computer.

Termination, Resignation, Probation and Appeals

- If an RA/CA is terminated or resigns, they forfeit all compensation including housing and meal plan waivers, as of the effective date of termination/resignation. A prorated charge will be placed on the student's account for housing and meal plan charges. In addition, they will be required to relocate from their Residence Life designated room/suite/apartment to a different residential area or off campus. Relocation and timeframe is based on the discretion of the Office of Residence Life.
- Decisions for termination are made by the professional staff. RA/CA's can be terminated at any time, especially if it is in the best interest of the department, the staff, and the residents. Evaluations, conduct outside of the position, and records related to the position can all be considered in the decision making process for termination.
- When conduct is deemed inappropriate for a student staff member, but not yet grounds for termination, an individual may be subject to disciplinary probation. During this time period they will have the opportunity to remain in the position while correcting their behavior. Subsequent violations during this time may result in termination. Other forms of discipline not involving probation or termination are at the direct discretion of the supervisor.
- In the event that a student staff member believes they are terminated from their position in error or with outstanding facts yet to be considered, they may submit a request for appeal to their direct supervisor and the Director of Residence Life within 24 hours of termination notice. The appellant will be permitted to appear before the professional staff, so the appeal may be heard

and the circumstances of the termination be considered. The appellant will traditionally receive the appeal decision, in writing, within 24 hours, unless additional information and/or testimony are requested by the professional staff.

Ethical Standards and Guidelines

- In your position, you have access to a great deal of confidential information such as incident reports, Banner R numbers, addresses, etc. It is your ethical responsibility not to abuse that access in any way or at any time. You can be held legally responsible anytime during or after your employment with the Office of Residence Life should confidential information be disclosed. Examples of abuse may include but are not limited to: giving a resident someone else's R number, extension or mailbox, allowing a resident to view the building roster, allowing a parent/guardian to read an incident report, etc.
- It is your responsibility to go to work when you are scheduled to work.
- Within the RA/CA position, you are given a certain degree of authority. It is extremely unethical to misuse this authority for personal gain or enjoyment. No staff member shall use or attempt to use their official position to secure unwarranted privileges or advantages for himself/herself or others.
- RA/CA's will not misuse the peg, office keys and/or access codes that have been provided at the beginning of the year and understand these are given for work related reasons only.
- It is important for all staff to be fair and consistent with other staff, residents, and peers. Consistency in judgments and actions should be your standard.
- You need to create appropriate relationships within the confines of the staff structure and the staff/student relationship. As a staff member, there are often lines that need to be drawn, (which may include but are not limited to romantic involvement, fraternization, etc.) to guarantee appropriate behavior in the office, among the students, and with your peers.
- You are responsible for adhering to rules, instructions, policies, procedures, and expectations set forth by the Department of Residence Life.
- You must not make decisions that result in behavior contrary to the Department's rules, instructions, policies, procedures, or expectations.
- All staff members are to comply with and abide by all State and Federal laws and regulations.
- All staff members are to comply with and abide by the College's rules, regulations, policies and procedures.
- All staff members are obligated to be accountable for their own actions.
- No staff member shall undertake any employment or service, whether compensated or not, which might reasonably be expected to impair the employee's objectivity and independence of judgment in the exercise of their official duties.

- No staff member shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the employee's acts that they may be engaged in conduct violating the employee's trust as an employee.
- The Office of Residence Life strongly discourages romantic or intimate relationships with students that are your residents.
- The Office of Residence Life considers anything on the World Wide Web including but not limited to social media and Internet communications. These are considered public domain and will be considered in determining continued employment. Posted Internet files must not depict individuals engaging in conduct that is unethical, in violation of College policies, or illegal behavior.
- RA/CA's must not engage in illegal file sharing or downloading illegal movies, music or books from the internet.
- I also agree to adhere to the provisions of the American College Personnel Association's Ethical Principles as outlined below.

Ethical Principles

No statement of ethical standards can anticipate all situations that have ethical implications. When student affairs professionals are presented with dilemmas that are not explicitly addressed herein, five ethical principles may be used in helping to reach an ethical decision.

Ethical principles should guide the behaviors of professionals in everyday practice. Principles, however, are not just guidelines for reaction when something goes wrong or when a complaint is raised. Adhering to ethical principles also calls for action. These principles include the following:

Act to benefit others. Service to humanity is the basic tenet underlying student affairs practice. Hence, student affairs professionals exist to: [a] promote cognitive, social, physical, intellectual, and spiritual development of students; [b] bring an institution-wide awareness of the interconnectedness of learning and development throughout the institution in academic, service, and management functions; [c] contribute to the effective functioning of the institution; and [d] provide programs and services consistent with this principle.

Promote justice. Student affairs professionals are committed to assuring fundamental fairness for all persons within the academic community. The values of impartiality, equity, and reciprocity are basic. When there are greater needs than resources available or when the interests of constituencies' conflict, justice requires honest consideration of all claims and requests and equitable (not necessarily equal) distribution of goods and services. A crucial aspect of promoting justice is demonstrating respect for human differences and opposing intolerance of these differences. Important human differences include, but are not limited to, characteristics such as ability, age, class, culture, ethnicity, gender, gender identity, race, religion, or sexual orientation.

Respect autonomy. Student affairs professionals respect and promote individual autonomy and privacy. This includes the rights of persons whose cultural traditions elevate the importance of the family over the importance of the individual to make choices based on the desires of their families if they wish. Students' freedom of choice and action are not restricted unless their actions significantly interfere with the welfare of others or the accomplishment of the institution's mission.

Be faithful. Student affairs professionals make all efforts to be accurate in their presentation of facts, honor agreements, and trustworthy in the performance of their duties.

Do no harm. Student affairs professionals do not engage in activities that cause either physical or psychological damage to others. In addition to their personal actions, student affairs professionals are especially vigilant to assure that the institutional policies do not: [a] hinder students' opportunities to benefit from the learning experiences

available in the environment; [b] threaten individuals' self-worth, dignity, or safety; or [c] discriminate unjustly or illegally. Student affairs professionals are expected to understand that students from non-dominant cultures and groups that differ from the majority may feel harmed by attitudes and processes that are considered harmless by members of the dominant (i.e. majority) group.

Reference: <http://www.myacpa.org/au/documents/EthicsStatement.pdf>

RA/CA Compensation

- Housing Waiver
- \$500.00 Ramapo Dollars per semester
- A Single Room



OFFICE OF RESIDENCE LIFE

Resident Assistant/Community Assistant CONTRACT

AUGUST 2011-MAY 2012

*I READ AND UNDERSTAND THE GUIDELINES AS STATED IN THE
RESIDENT ASSISTANT/COMMUNITY ASSISTANT CONTRACT.*

Failure to adhere to the above guidelines, the duties outlined in the RA/CA job description, the RA/CA Reference Guide, or responsibilities assigned by the Office of Residence Life, may result in termination of employment at any point during the academic year; termination for cause is effective immediately and is at the discretion of the professional staff, Director of Residence Life or Designee.

RA/CA Name (printed)	_____	Date	_____
RA/CA Signature	_____	Date	_____
Supervisor Signature	_____	Date	_____

Some of the above mentioned items were taken from job descriptions from the following College's or Universities: Rutgers, Felician, Rider, Central Michigan University, Stanford University, Villanova and University at Buffalo.