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# STUDENT ASSISTANT RESIDENCE DIRECTOR

## CONTRACT 2023-2024

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[Student Assistant Residence Director Job Description](#)

**QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT:**

- The first and foremost requirement is a sincere commitment to the position and to the Office of Residence Life. As an The Student Assistant Residence Director (hereinafter referred to as SARD), I will place first priority on my SARD responsibilities 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 – I understand that a minimum cumulative grade point average of 2.50 must be maintained, regardless of how many semesters I have attended Ramapo College of New Jersey. I understand that SARDs must also maintain full-time status (12 credits or more) to reside on campus. If an SARD drops below the full-time status of 12 credits, we may be terminated from the SARD position and will be required to leave campus housing altogether. Graduating seniors are excluded from this rule during their final semester. My grades will be reviewed after each class session or semester.
- SARDs whose grades fall below the cumulative GPA requirement of 2.50 (at any time) will be dismissed from the position. This includes Summer and Winter grades.
- SARDs whose grades fall below the semester GPA requirement of 2.0 will be terminated.
- SARDs whose grades fall below the semester GPA requirement of 2.50 will be placed on academic probation for the following semester. If their semester GPA is still below the 2.50 requirement for the next academic session, their position will be terminated. Summer and Winter class grades will not be considered for purposes of probation.
- In the event that an SARD receives an incomplete (I grade) that could potentially put the SARD below the required 2.50 cumulative GPA or semester GPA requirement while on academic probation, the SARD will be terminated from the position. However, if the incomplete brings the

SARD's cumulative and/or semester GPA above the 2.50 requirement(s), the SARD may be offered SARD Alternate status.

- Good Student Disciplinary Record – The SARD position is that of a role model. Any SARD found responsible for a College policy violation may be terminated.
- Employment with the Office of Residence Life may be affected if the SARD is terminated for cause from another position on campus.
- The SARD position is a one (1) year appointment. It is understood that termination after one semester is possible, based upon evaluation by the supervisor.
- SARDs are responsible for the duties, policies and procedures outlined in this job contract, the ORL Resource Manual, Expectations provided by the Office of Residence Life, the Guide to Community Living, the Student Handbook, Student Code of Conduct, and all other College policies. The SARD is also responsible for other duties as assigned by their supervisor(s) and the Office of Residence Life.
- SARDs 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 will follow the ORL student staff progressive disciplinary process.

### **MAJOR RESPONSIBILITIES: Student Development**

- One of the roles an SARD will have is to develop a positive rapport with each resident in their area or responsibility, on their floor, wing, or building and to build a trusting relationship that will foster open communication. The SARD will strive to build a harmonious community, bringing together students of varying cultures, beliefs, genders, and religions.
- SARDs are to be positive role models for all residents of their area of responsibility and throughout the Ramapo Community.
- SARDs will work to develop a sense of community among their residents by creating a Community Development Plan at the beginning of the academic year. SARDs will monitor and revise their Community Development Plans based on continued assessment of residents' feedback and consultation with supervisors. SARDs will provide updates on their efforts via weekly reports and a summary of progress at the end of each semester.

- Alcohol, cannabis and/or any other college-prohibited or illicit or mind-altering drug may not be consumed before or during any Residence Life related function, including but not limited to duty, programs, meetings, closing responsibilities, etc.
- SARDs are not permitted to engage in any illegal activity on or off campus, including but not limited to solicitation of illegal drugs, driving under the influence of drugs or alcohol. Such behaviors may result in disciplinary action, including termination from the SARD position.
- SARDs will be a resource for residents who are having a difficult time adjusting to college life, academics or experiencing personal issues.
- SARDs will encourage and facilitate an environment inclusive of all student diversity.
- SARDs will assist in the development of community standards and roommate expectations.
- SARDs will encourage residents to respect and maintain their building and campus surroundings.
- SARDs will assist residents in their development as students and individuals.
- As a requirement of the position, SARDs will be approachable, accessible, and visible to their residents.
- SARDs will confront inappropriate behavior in an objective, consistent, and respectful manner while providing rationale for policies.
- SARDs must remember that all forms of social media, including Internet information sources are publicly accessible. SARDs should refrain from comments that would negatively affect the image of Ramapo College of New Jersey, and its Faculty and Staff, and the SARD's position and image as a role model. Inappropriate online content may result in the Office of Residence Life following our progressive disciplinary process.

### **Administrative Duties**

- SARDS will assist the supervisor of their assigned building/ area with all operations and tasks.
- SARDs are responsible for assisting with the maintenance assessment of the residence halls. Housing Assignment or Room Inventory assessments are expected to be completed by SARDs as accurately as possible. A Housing Assignment Inventory assessment must be completed for

each resident. Common areas are also to be inventoried and monitored for damages. SARDs are responsible for re-inventorying rooms/suites from which residents move out. SARDs are responsible for completing a new inventory for each new resident and sharing it with the new resident prior to or upon their check-in.

- SARDs are required to attend and participate in weekly staff meetings, one-on-one meetings, and other meetings as scheduled by their supervisors.
- SARDs are required to conduct Room Inspections for their assigned area.
- All SARDs are required to report to SARD Training 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. Mandatory SARD Training dates are made available to staff as soon as possible.
- All SARDs are required to serve on a Residence Life Committee.
- SARDs are required to fulfill office hours and provide duty coverage (6 days for the fall semester and 6 days for the spring semester), including during Spring Break and Winter Interim Housing.
- SARDs are required to attend the ORL End of the Year Banquet.
- SARDs are required to attend a Sneak Preview session if they are returning for the following year.
- SARDs are responsible for all deadlines and attendance at mandatory functions as outlined in the Office of Residence Life Timeline. The timeline below lists some of the mandatory SARD activities:

**Fall-Spring Mandatory Responsibilities (subject to change):**

- Sneak Preview – Week of 4/17/23 – 4/23/23 (refer to a forthcoming email from future supervisor)
- SARD Check-In – Sun, Aug 6, 2023, 2:00 PM – 3:00 PM
- SARD Training – Mon, Aug 7, 2023 – Thu, Aug 10, 2023
- SARD Check-in – Sun, Aug 13, 2023; 12:00 PM – 1:00 PM
- ORL Staff Training – Mon, Aug 14, 2023 – Tue, Aug 29, 2023
- All Summer Move-Over – Mon, Aug 21, 2023, 9:00 AM – 11:00 AM
- Resident Check-in Dates – Sun, Aug 27, 2023 and Tue, Aug 29, 2023
- Fall Closing/Release Date – As late as Friday, Dec 22, 2023 (pending snow days)

The following are anticipated dates that may change:

- New SARD/Alternate Check-in – Sun, Jan 14, 2024
  - New SARD/Alternate Training – Mon, Jan 15, 2024 through Mon Jan 23, 2024
  - Continuing SARD Check-in – Wed, Jan 17, 2024
  - Winter SARD Training – Wed, Jan 17, 2024 – Tues, Jan 22, 2024
  - Spring Check-in – Tue, Jan 23, 2024; 10:00 AM – 10:00 PM
  - Spring Break – Mar 16, 2024 – Mar 24, 2024 (hall offices open, office hours fulfilled)
  - ORL Banquet – Fri, Apr 26, 2024
  - Spring Closing/Release Date – Sun, May 19, 2024, latest: Mon, May 20, 2024
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- In the event of a campus emergency, all SARDs may be called to respond. This does not include all types of campus emergencies. Campus emergencies will be decided upon by the Director of Residence Life, On-Call Administrators, or designee.
  - When there is inclement weather, and the College opens late, closes early, or is closed altogether, the hall office will remain open for its regularly scheduled office hours and duty.
  - SARDs are required to maintain accurate administrative records.
  - SARDs are required to conduct building/floor meetings as dictated by their supervisor and/or the Office of Residence Life Timeline.
  - SARDs are responsible for the completion of bulletin boards and door tags (door decs or small door decorations) which must be posted by the date specified by their supervisors.
  - All SARDs are required to remain until the designated release date following the official closing of the Residences at the end of each semester. Exact dates will be determined and communicated by the Director of Residence Life.
  - Ramapo College of New Jersey views email and voicemail as official forms of communication. Therefore, all SARDs are expected to maintain professional tones and demeanors while communicating digitally, via telephone, as well as in person. It is expected that email, voicemail, and office mailboxes be checked daily and responses made, when necessary.

### **Office Hours and Duty Expectations**

- SARDs are responsible for completing fifteen office hours Monday through Friday as scheduled on the Staff Office Hours schedule. Hours must be scheduled for each business day, unless

academic course schedules dictate otherwise.

- SARDs will partake in and are responsible for an overnight duty rotation seven days a week.
- SARDs will conduct two rounds of the building/area while on duty from 8:00 PM to 8:00 AM.
- SARDs will respond to lockouts, noise complaints, policy violations, and other hall office matters.
- The SARD on-duty must remain inside their assigned building or apartment area, with limited exceptions during weekend duty coverage where SARDs are required to be on-campus and quickly able to respond to concerns within their building or apartment area upon being called to respond to the scene.
- Loss or misuse of any key and/or access devices will result in disciplinary action following the ORL progressive disciplinary process for student staff. It will be the responsibility of the SARD to immediately contact their supervisor during business hours or the On-Call Administrator via Public Safety after hours, if a sub-master access device or other residence hall key is misplaced. Misuse of any sub-master, master key or residence hall key in general will be subject to criminal charges.
- SARDs that miss or are late to their scheduled duty or work shift for an unexcused reason will be subject to the ORL progressive disciplinary process.
- SARDs should be available and visible 2 weekends per month. All outside employment on weekends needs to be discussed with your direct supervisor.

### **Incident Report Writing and Involvement with Incidents**

- Incident reports must be written anytime an SARD responds to and/or reports an incident.
- Incident reports must be submitted by 8:30 AM the day following the incident.
- SARDs will be responsible for contacting Public Safety for any incident that would require Public Safety's assistance as soon as the incident is discovered/ reported.
- SARDs must contact Public Safety prior to responding to an incident, when possible. SARDs

must communicate incident conclusions to Public Safety.

- SARDs must maintain confidentiality when writing incident reports, witnessing incidents and/or policy violations.

### **SARD Evaluations, Time Commitment, and Outside Employment**

- Re-appointment is not guaranteed; it is based on overall performance, which includes but is not limited to: supervisor evaluations, resident evaluations, attitude and any other pertinent factors which may affect performance. In addition, time restraints and academic schedules, including studying abroad for the following semester may also be considered when reviewing re-appointment applications and for staff/area placement.
- Upon reappointment, it is understood that SARDs are placed into different residential areas/buildings based on departmental need. SARDs are not placed into a residential area/building based on how many years within the department, requests for specific areas/buildings, or for any reason other than departmental need.
- Building assignments/reassignments for SARDs are subject to change at any time based upon departmental needs and are at the discretion of the Residence Life professional staff.
- Outside activities, on campus activities, or other employment must not interfere with SARD duties or overall job performance
- SARDs must discuss all outside employment with their direct supervisor.
- SARDs with any leadership position on campus must speak with their direct supervisor. Due to a significant conflict of interest, SARDs may not serve as President of the Student Government Association or Alternate/Student Trustee.
- SARDs will not be permitted any extended leave time. In the instance of prolonged illness or other extenuating circumstances that require the SARD to be absent from campus for more than three (3) consecutive days, it is the responsibility of the SARD to communicate these circumstances to their supervisor within a timely manner at which time an assessment will be performed of the SARDs ability to carry out their job responsibilities. The Office of Residence Life reserves the right to terminate their contract if it is deemed they cannot fulfill assigned job responsibilities.
- An SARD who needs to be excused from any opening/closing responsibilities, duty, or office

hours must communicate with their supervisor as early as possible and may need to complete appropriate paperwork from The Office of Human Resources before they can be excused.

- 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 new member process.
- Any staff issued uniforms (including staff polos, nametags, branded T-shirts, etc.) should be reserved for staff related job responsibilities including but not limited to: check-in/check-out, room inspections, large-scale programs, etc. Staff are expected to keep uniform items in good condition at all times.
- SARDs who resign from the position on good terms due to a study abroad, an internship, or other reason may be hired/placed on the SARD Alternates list if the following conditions are met:
  - The SARD previously completed one full semester as an SARD for the Office of Residence Life.
  - The SARD notified their direct supervisor of their intent to leave the SARD position due to an internship, study abroad, or any other reason prior to the completion of their contract as an SARD.

### **ID Cards and Student Staff Network Drives**

- SARDs will receive a new ID card that has “student staff” printed on the front of the ID card. Each SARD 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 SARD will return their ID card that says “student staff” to their supervisor. SARDs will receive their regular student ID card back.
- SARDs will not misuse privileges and must comply with Guest Policy and Desk Attendant procedures.
- Student Staff P-Drive and other network drives must not be misused. If logging on to a public computer, SARDs must protect the confidentiality of all drives by logging off.

### **Termination, Resignation, Job Abandonment, Probation and Appeals**

- If an SARD is terminated or resigns, they forfeit all compensation including housing and meal



plan waivers, as of the effective date of termination/resignation. The staff member will also be responsible to repay Residence Life the prorated amount of their meal plan that should be remaining as of the date of termination/resignation ( $\$700.00$  divided by total number of days in the semester, times the number of days remaining in the semester) and will have remaining funds removed from their student account. A prorated charge will be placed on the student's account for housing and meal plan charges (should the new housing assignment result in the addition of a meal plan). 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.

- If an SARD chooses not to return to the position, but wishes to remain in housing, they will need to pay the housing deposit by published deadlines.
- Decisions for termination are made by the professional staff. SARDs 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.
- SARDs are hired with the expectation that they will continue to work in their Residence Life position until the end of their contract term, which includes closing responsibilities (both Fall and Spring) that extend beyond the date that the residence halls close for the semester. This information will be communicated in the ORL Timeline as the staff release date and/or it will be communicated by the staff member's supervisor(s).
- If a staff member is terminated or resigns from their position, for any reason, on any date within the last 30 days of each semester, the staff member forfeits a portion of their housing waiver. The staff member must then pay the amount of  $\$1,200.00$  to Ramapo College of New Jersey, regardless of their decision to continue living in on-campus housing. The staff member will also be responsible to repay Residence Life the prorated amount of their meal plan that should be remaining as of the date of termination/resignation ( $\$700.00$  divided by total number of days in the semester, times the number of days remaining in the semester) and will have remaining funds removed from their student account.
- When conduct is deemed inappropriate for a student staff member, but not grounds for termination, an individual may be subject to disciplinary probation following the progressive discipline process. 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 written request for appeal to their direct supervisor and the Director of Residence Life within 24 hours of termination notice. The appeal will be reviewed by the professional staff before whom the appellant must appear in order to have the circumstances of the termination be reconsidered. The appellant will traditionally receive the appeal decision, in writing, within two business days, unless additional information and/or testimony are requested by the professional staff.

### **Ethical Standards and Guidelines**

- SARDs have access to a great deal of confidential information such as incident reports, R-numbers, addresses, etc. It is their ethical responsibility not to abuse that access in any way or at any time. SARDs can be held legally responsible any time during or after employment with the Office of Residence Life should confidential information be disclosed.
- SARDs will not misuse the peg, office keys (staff ID card) and/or access codes that are provided to staff at any time and understand that these are made available 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 must be standard.
- SARDs 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 peers.
- The Office of Residence Life strongly discourages romantic or intimate relationships with students that are their residents.
- SARDs must not make decisions that result in behavior contrary to the Department's rules, instructions, policies, procedures, or expectations.
- SARDs are to comply with and abide by all State and Federal laws and regulations as well as Ramapo College's rules, policies, and procedures.
- SARDs are obligated to be accountable for their own actions.

- SARDs shall not undertake any employment or service, whether compensated or not, which may impair the employee's objectivity and independence of judgment in the exercise of their official duties.
- SARDs shall not knowingly act in any way that may create an impression or suspicion among the public that they may be engaged in conduct violating the employer's trust.
- The Office of Residence Life considers anything on the World Wide Web, including but not limited to social media and Internet communications public-domain and will be considered in determining continued employment. Internet files or posts must not depict individuals engaging in conduct that is unethical, in violation of College policies, or illegal behavior.
- SARDs must not engage in illegal file sharing or downloading illegal content, such as movies, music or books from the Internet.
- SARDs 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 themselves or others.
- SARDs must 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, a number of perspectives may be used in conjunction with the four standards identified in this document to assist in making decisions and determining appropriate courses of action. These standards are: 1) Professional Responsibility and Competence; 2) Student Learning and Development; 3) Responsibility to the Institution; and 4) Responsibility to Society.*

*Ethical principles should guide the behaviors of professionals in everyday practice. Principles are assumed to be constant and, therefore, provide consistent guidelines for decision-making. In addition, student affairs professionals should strive to develop the virtues, or habits of behavior, that are characteristic of people in helping professions. Contextual issues must also be taken into account. Such issues include, but are not limited to, culture, temporality (issues bound by time), and phenomenology (individual perspective) and community norms. Because of the complexity of ethical conversation and dialogue, the skill of simultaneously confronting differences in perspective and respecting the rights of persons to hold different perspectives becomes essential. For an extended discussion of these aspects of ethical thinking, see Appendix B.*

*Appendix B Ethical Foundations of this Document The principles that provide the foundation for this document are: Act to benefit others. Service to humanity is the basic tenet underlying student affairs practice. Hence, the student affairs profession exists 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 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/sites/default/files/Ethical\\_Principles\\_Standards.pdf](http://www.myacpa.org/sites/default/files/Ethical_Principles_Standards.pdf)



**RESIDENCE LIFE**

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OFFICE OF RESIDENCE LIFE

**Student Assistant Residence Director (SARD) CONTRACT**

AUGUST 2023-MAY 2024

*I READ AND UNDERSTAND THE GUIDELINES AS STATED IN THE CONTRACT.*

**Failure to adhere to the above guidelines, the duties outlined in the SARD job description, the Student Staff Resource Manual, 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.**

SARD Name (printed) _____	Date _____
SARD Signature _____	Date _____
Supervisor Signature _____	Date _____

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



**RESIDENCE LIFE**

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OFFICE OF RESIDENCE LIFE

**Student Assistant Residence Director (SARD) CONTRACT**

AUGUST 2023-MAY 2024

**PROFESSIONAL STAFF COPY**

*I READ AND UNDERSTAND THE GUIDELINES AS STATED IN THE CONTRACT.*

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SARD Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

SARD Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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