



STUDENT ASSISTANT RESIDENCE DIRECTOR CONTRACT 2024-2025

This contract and the [Student Assistant Residence Director Job Description](#) (hereinafter referred to as SARD) is a general statement of duties and does not specifically cover every task or responsibility that SARD may have. This is a reasonable attempt to provide an accurate listing of general duties/responsibilities. The Office of Residence Life reserves the right to modify/amend this contract at any time as well as assign additional responsibilities of reasonable nature to the SARD staff.

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT:

- The first and foremost requirement is a sincere commitment to the position and the Office of Residence Life. As an SARD I will place first priority on my SARD responsibilities over all other non-academic concerns and activities including outside employment whether on or off-campus.
- 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, they may be terminated from the SARD position and may be required to leave campus housing altogether. Graduating seniors are excluded from this rule during their final semester. I understand that 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.
- If 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 RA Alternate status.

- Good Disciplinary Standing at Ramapo College– 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 on 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, the 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 that is unlawful and/or violates College Policy that 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 of 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 or biweekly reports and a summary of progress at the end of each semester.
- SARDs will fulfill all event requirements as outlined in the Community Building and Event Model.
- 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, events, 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, or 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 its progressive disciplinary process.

Administrative Duties

- SARDs are responsible for assisting with the maintenance assessment of the residence halls. Housing Assignments 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 (1:1) 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.
- SARDs are required to fulfill office hours and provide duty coverage during Spring Break.
- SARDs are required to attend the ORL End of the Year Celebration activity.
- SARDs are required to attend a Sneak Preview session if they are returning to staff for the following year.
- SARDs are responsible for all deadlines and attendance at mandatory functions as outlined by the Office of Residence Life. Below lists some of the mandatory SARD activities:

Fall-Spring Mandatory Responsibilities:

- Sneak Preview - Friday, March 8, 2024 from 5:30 PM-7:30 PM in the Alumni Lounges (SC 157 & SC 158)
- *SARD Check-In – Sun, August 11, 2024, 12:00 PM – 1:00 PM
- *SARD Training – Mon, August 12, 2023 – Thu, August 16, 2024
- RA Check-in – Sun, August 18, 2024; 12:00 PM – 1:00 PM
- ORL Staff Training – Mon, August 19, 2024 – Tue, September 3, 2024
- Resident Check-in Dates – Sun, September 1, 2024 and Tue, August 3, 2024
- Fall Closing/Release Date – As late as Monday, Dec 23, 2024 (pending snow days)

The following are anticipated dates that may change:

- SARD Check-in – TBD upon release of Spring 2025 academic calendar
 - RA Check-in – TBD upon release of Spring 2025 academic calendar
 - Winter RA Training – TBD upon release of Spring 2025 academic calendar
 - Spring Check-in – TBD upon release of Spring 2025 academic calendar
 - Spring Break – TBD upon release of Spring 2025 academic calendar
 - ORL Banquet – TBD upon release of Spring 2025 academic calendar
 - Spring Closing/Release Date – TBD upon release of Spring 2025 academic calendar
- 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.
 - SARDs may be assigned other duties that contribute to and/or support the operation of the Office of Residence Life, Student Well-Being Core, and/or Ramapo College of New Jersey.
 - 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.
- SARDs are responsible for the completion of bulletin boards and door tags (door decs or small door decorations) which must be posted by the deadlines 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 Residence Life Professional Staff.
- 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 12 office hours (Monday-Friday) in coordination with the entire hall/area staff to cover all operating hours and all required duty days, including all weekends.
- 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 the exception during weekend duty coverage where SARDs are permitted to go to the Birch Tree Inn to pick up food. SARDs are required to be 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 RA 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, including the staff member's Student Staff ID access card. 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 are required to remain on campus at least two weekends per month.

Incident Report Writing and Involvement with Incidents

- Campus Security Authority: I understand that I am a [Campus Security Authority](#) (CSA) and as such am required to report certain crimes immediately to Public Safety, whether I learn about them directly or indirectly. I understand I must complete the CSA training module by the deadline once distributed by Public Safety.
- 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 are obligated to maintain strict confidentiality regarding both the incidents they observe and the incident reports they file.
- SARDs must comply with Guest Policy and Desk Attendant procedures.

SARD Evaluations, Time Commitment, and Outside Employment

- Employment and Reappointment are not guaranteed; they are based on overall job performance, which includes but is not limited to supervisor evaluations, resident evaluations, attitudinal considerations, and any other pertinent factors that may affect work performance and adherence to the SARD Contract. 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 needs. SARDs are not placed into a residential area/building based on how many years within the department, requests for specific areas/buildings, or any reason other than departmental needs.
- Building assignments/reassignments for SARDs are subject to change at any time based on departmental needs and are at the discretion of the Residence Life professional staff.
- The SARD position must be the primary activity for those selected. Participation in clubs, organizations, and athletics is acceptable; however, if activities become excessive, your supervisor will make you aware that they are interfering with the expectations of the SARD position. Outside employment needs pre-

approval by your supervisor. If SARD job responsibilities suffer in any way, a meeting will be scheduled to develop a plan of action pertaining to any outside activity.

- 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 (SGA) 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 SARD's 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. SARDs may be required to provide medical documentation/notes from reputable medical sources.
- 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. Staff may be required to return issued uniform items upon completion of the academic year, as directed by their Supervisor.
- SARDs who resign from the position on good terms due to study abroad, an internship or another reason may be selected to be placed on the RA Alternates list if the following conditions are met:
 - The SARD previously completed one full semester as an RA 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 in a timely manner.

ID Cards and Student Staff Network Drives

- SARDs will receive an ID card that has "Residence Life Student Staff" printed on the front. Upon check-in to the SARD position, each SARD must present their current student ID card to their Supervisor in exchange for the Student Staff ID card. At the conclusion of the academic year and/or employment (whichever happens first), the SARD will return their Residence Life Student Staff ID card to their supervisor. SARDs will receive their regular student ID card back.
- 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 for repaying 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 are based on the discretion of the Office of Residence Life.
- 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 for repaying 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.
- SARDs who choose not to return to the position for the next academic year, but plan to remain in campus housing will need to pay the housing deposit by published deadlines.
- Decisions for termination are made by the Residence Life Professional Staff. SARDs can be terminated at any time for various reasons, including but not limited to; failure to meet position expectations, insubordination, violations of the Student Code of Conduct, Guide to Community Living, Housing Contract, or federal, state, and local laws, especially if it is in the best interest of the department, the staff, and the residents. Additionally, staff evaluations, conduct outside of the position, and records related to the position can all be considered in the decision making process for termination. The Student Conduct process is a separate process from the employment and performance process. Employment decisions may be made separate from findings in the student conduct processes.
- 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 by the Office of Residence Life as the staff release date and/or it will be communicated by the staff member's supervisor(s).
- 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 period the staff member 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 being terminated from their position in error or they can provide outstanding facts yet to be considered, which may necessitate a different decision, they may submit a written request letter of appeal to their direct supervisor and the Director of Residence Life within 24 hours of receipt of their notice of termination. The appeal will be reviewed by the professional staff before whom the appellant must appear in order to have the circumstances of the termination 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. Additionally, such behaviors may result in disciplinary action, including termination from the SARD position.
- 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 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 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



OFFICE OF RESIDENCE LIFE

Student Assistant Residence Director CONTRACT AUGUST 2024-MAY 2025

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

Failure to adhere to the above guidelines, the duties outlined in the RA 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.

RA Name (printed) _____

Date _____

RA 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.



OFFICE OF RESIDENCE LIFE

Student Assistant Residence Director

CONTRACT

AUGUST 2024-MAY 2025

PROFESSIONAL STAFF COPY

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