



# ILLINOIS INSTITUTE OF TECHNOLOGY

## Office of Residence Life

### Resident Advisor

#### Terms of Service

- Serve as an RA from August-May of the Academic School Year
- Be present for orientation, training & residence hall opening and welcome week, in-service trainings throughout the academic year, and winter trainings
- During the events listed above RAs are expected to be available.
  - Absence from mandatory training and/or staff selection processes may be requested and presented in writing to be reviewed by the appropriate Office of Residence Life member. It is preferred to have these requests, at least, one week prior to the scheduled date of the event. However, requests made within 72 hours will be considered.
  - Missing any of the dates above without documented approval is grounds for dismissal.
- Placement of RAs is based on the needs of the residential community, ORL, and those of the RA.
  - ORL professional staff determine RA placement with consideration of requests if any.
  - ORL reserves the right to change placement at any time based on the needs of the residential community, ORL, and/or of the individual RA or staff team.
- The RA position is considered a 20 hour per week commitment. Any commitments over 6 hours per week should be discussed with immediate supervisor and/or the Associate Director of Residence Life.

#### Position Requirements

- Must be full-time at IIT or VanderCook College of Music
- Maintain full-time student status and a minimum cumulative 2.5 GPA during the employment period.
- Each Resident Advisor is expected to be in good academic, judicial, and financial standing with their academic institution from the time the employment offer is accepted through the end of their contracted time with the Office of Residence Life (ORL)
- Complete all duties described in the RA position description, as well as additional duties designated by supervisor or the Office of Residence Life professional staff. RA staff members should also be aware of staff meetings, training dates and projects.

- Failure to meet expectations of the RA position may result in disciplinary action, per the Resident Advisor Accountability Process (RAAP). Returning RAs and RAs placed in learning communities may have additional expectations that still fall within the scope of the RA agreement above those of other RAs.

### **Departmental Expectations**

- Understand, support, follow, and enforce the policies outlined in the Illinois Tech Student Code of Conduct and Office of Residence Life Handbook.
- Understand and follow terms listed Payroll Policy.
- Understand and follow terms listed in the Confidentiality Agreement.
- Understand and follow terms listed in the Key Policy.
- Understand and follow all Illinois Tech and Office of Residence Life policies and procedures.
- Must model behavior consistent with Illinois state and federal laws.
- Understand, uphold, and support the Mission Statements and Commitment to Diversity of Illinois Tech and Office of Residence Life.
- Meet expectations set by the Resident Advisor Accountability Process (RAAP).
- Promote a community that is respectful and free from sexual harassment/misconduct. As a designated mandatory reporter, Resident Advisors are obligated to report knowledge they have of any sexual harassment/misconduct whether the behavior occurred on or off campus. Additional training will be provided.
- Be visible and available on assigned floor community.
- Assist residents with personal and academic well-being. Develop positive relationships with each resident. RAs will serve in a duty rotation to be scheduled during Fall and Spring Pre-service trainings. RAs should expect to be on duty at least one week night each week, and on a rotation that includes weekend duty approximately once a month.
  - All IIT break periods (winter break, spring break, etc.) operate on break duty shifts, which are 24 hours.
- E-mails and phone calls should be replied to within a 48-hour time period. This standard does not include emergency situations, which require an immediate response.
- Document all incidents involving out of the ordinary occurrences and policy violations within the residence halls. Complete an incident report by 8:30am the following business day.
- Remain professional through all forms of communication. (Written/Spoken/Social media/Email)
- Complete all procedural tasks including, but not limited to, opening, room changes, room inspections and closing.
- Attend regularly scheduled one-on-one meetings with immediate supervisor.
- Take proper care of equipment issued to fulfill role including, but not limited to, duty phones, keys, and Leadership Office supplies.

## **Conditions and Compensation**

- This agreement is does not automatically renew.Future employment is contingent upon reapplication, performance evaluation, residence hall staffing, departmental need, and funding.
- This Agreement covers the academic year, including break periods when the halls are open and training periods prior to the start of the fall and spring term to include opening and closing responsibilities. All staff members are expected to remain available during these times unless other arrangements are made with the approval of the supervisor.
- Compensation will include cost of a meal plan and room in the assigned building during the academic year housing contract dates and a \$1,000 stipend for the year paid bi-weekly in the amount of \$40 throughout the academic year with a final completion stipend of \$200.00. Room and board stipends are credited to the student account on a per-semester basis. Compensation could affect a student's financial aid package - please check with the Financial Aid office. The RA compensation is considered a room and board scholarship from IIT and will be applied before other scholarships.
- All RAs are required to staff a Community Desk for 6 hours each week.
- RAs are required to notify their supervisor if a change may occur or occurs that places them in violation of the requirements of this agreement.
- If unable to fulfill agreement obligations and expectations, the RA may be terminated which could result in possible room and board cancellation fees, and will be moved from their RA room assignment to an available space.