Sorority Resident Advisor General Position Description

Terms of Service

- Serve as a Sorority Resident Advisor from August 2019-May 2020
- Be present for SLL orientation, SLL pre-service training, August RA training, residence hall opening and welcome week, in-service training through the academic year, and winter trainings
- During the dates and times listed above through the first day of class for the respective semester, 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 (ORL) Professional Staff 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 an eight hour per week commitment. Any commitments over eight hours per week should be discussed with immediate supervisor.

Position Requirements

- Must be full-time IIT, VanderCook, Stuart, School of Design or Kent students.
- Maintain student status and a minimum cumulative 2.5 GPA during the employment period.
- Each RA must be in good academic, judicial, and financial standing with his or her academic institution from the time the employment offer is accepted through the end of their contracted time with the Office Residence Greek Life (ORL).

Departmental Expectations

- Have working knowledge of the policies outlined in the Illinois Institute of Technology Student Handbook, Office of Residence Life Handbook. Demonstrate aptitude in supporting and enforcing these policies.
- Adhere to Office of Residence Life communications standard of responding to e-mails and phone calls from staff members within a 48-hour time period. This standard does not include emergency situations, which require an immediate response.
- Complete all duties described in the RA position description, as well as additional duties designated by supervisor or ORL staff. Staff members should also be aware of staff meetings, training dates, and projects.
- Complete all procedural tasks including, but not limited to responsibilities listed here.
  - Sorority RAs are required to:
    - Stay on campus in space designated by the Office of Residence Life in the Sorority House.
    - Consult their supervisor before making any travel plans during the term of their employment.
    - Respond positively and promptly to all reasonable requests from Professional Staff members.
    - Meet expectations set by the Resident Advisor Accountability Model (RAAM).
    - Attend regularly scheduled one-on-one meetings with supervisor, staff meetings and trainings.
Office of Residence Life

- Be present and available for scheduled office hours, desk shifts and on-call shifts.
- Be visible and available to for residents.
- Respond to 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 8:00a the following business day.
- Remain professional through all forms of communication. (Written/Spoken/Social media/Email.)
- Process all necessary paperwork in a timely manner.
- Understand and abide by terms listed in the Payroll Policy.
- Understand and abide by terms listed in the Confidentiality Agreement.
- Understand and abide by terms listed in the Key Policy.
- Understand and abide by all Illinois Institute of Technology and Office of Residence Life policies and procedures.
- Remain professional and timely through all forms of communication. (Written/Spoken/Social media/Email)
- Model behavior consistent with Illinois state and federal laws.
- Maintain confidentiality about records that contain individually identifiable student and guest information, the disclosure of which is restricted by the Family Educational Rights and Privacy Act (FERPA) of 1974. CAs may not promise confidentiality to other students and must disclose appropriate information to supervisors.
- Understand, uphold and support the Mission Statements and Commitment to Diversity of IIT and the Office of Residence Life.
- Promote a community that is respectful and free from sexual harassment/misconduct. As a designated mandatory reporter, Resident Advisor 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.
- Complete all procedural tasks including, but not limited to, opening, room changes, room inspections and closing.

- Uphold and support the Mission Statements and Commitment to Diversity of IIT and the Office of Residence Life.
- If terminated or unable to fulfill contractual obligations, the CA will be responsible for the remaining terms of the 2019 Summer Contract, including possible room and board cancellation costs. This may also include paying for the prorated cost of the meal plan provided as part of CA compensation.
- Take proper care of equipment issued to fulfill role. Charges may be assessed for the repair or replacement costs of radios, duty phone, Leadership Office supplies, and other essential items.
- While on call, CAs use a duty phone, this phone must be carried at all times while on call and stored in the leadership office when not in use. Calls must be answered immediately or responded to within 5 minutes. The phone should only be used for work responsibilities, never for personal use.

Conditions and Compensation

- This position is for 2019-2020 academic year and does not automatically renew. Future employment is contingent upon reapplication, performance evaluation, residence hall staffing, departmental need, and funding.
This Agreement covers the 2019-2020 academic year, including recess periods when the halls are open, as well as training periods prior to the start of the summer term. All staff members are expected to remain working during these times unless other arrangements are made with supervisor approval.

Compensation will include cost of room and board in the assigned building during the summer housing contract dates. Sorority dues/fees are not included in compensation. 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.

- Sorority RAs who do not complete the entire term of service can be held responsible for reimbursement of room and board fees and will be moved from their RA room assignment to an available space.
- Office of Residence Life reserves the right to make temporary or permanent changes in room assignments during the term of the contract.
- Board is only provided during the dates that The Commons is open. RAs are responsible for meals when the board plan is not offered.

The RA is required to notify his or her supervisor if a change may occur or occurs that places them in violation of the requirements of this agreement.