

Resident Advisors' Contract

Methodist College

Duration of Contract: June 1st, 2018-May 31st 2019

Compensation: The compensation for this position includes housing allowance of **\$620** per month and **\$500** per semester stipend which can be use in either Ollie's Café or Campus Store.

Conditions to Apply and Establish employment as a Resident Advisor:

1. You are viewed as a role model both in and out of the classroom. Therefore, you are expected to:
 - Be a **full-time student** enrolled at Methodist College
 - Maintain a minimum grade point average of **2.5**
 - Be in good academic and social standing
 - You cannot be on **social or academic probation** during any period as an RA
 - Uphold and support the MC policies and Code of Conduct
 - You **cannot be found responsible** for any Code of Conduct violation
 - The RA position is a one-semester commitment if you are appointed as a new RA.
 - Uphold a professional relationship with your residents and should not participate in illegal activity with them be in a social setting that could promote unprofessionalism, (i.e, drinking, smoking on College property, breaking MC rules, etc.). Be aware of yourself as a role model should you decide to consume alcohol. Do not provide alcohol to any staff or student under the age of 21. Refrain from becoming intoxicated because intoxication does not fall within the framework of an acceptable, positive role model. As a role model, you should: Be aware of personal attitudes regarding alcohol use as demonstrated by your own speech and behavior; Do not encourage through job function or personal action, alcohol related events involving residents; Suggest alternatives to alcohol related events; Look out for the well-being of others in drinking situations; Do not emphasize the use of alcohol through your personal behavior or any program you sponsor; Share information regarding students' use of alcohol and other health related situations with your supervisor.
2. You must keep your supervisor informed of all your extracurricular and employment responsibilities. You may be employed but **may not work more than 25-30 hours per week outside** of your RA position.
3. You must discuss any major extracurricular involvement such as a sport, an office in a student organization, etc., with your supervisor in advance.

Should you fail to meet any of the above expectations are you aren't eligible to apply and/or may be released from your RA responsibilities.

Resident Advisor Roles and Responsibilities

To provide support and resources to current residents. Ensuring ALL residents are safe, secured, and have the ability to thrive academically and socially. Resident Advisors will act as a resource, a mentor, community builder/programmer, and policy enforcer. You will be supervised by the Dean of Students.

Specific Responsibilities of a Resident Advisor include but not limited to the following:

1. You will be required to return to campus prior to the start of classes to attend a mandatory training/retreat lead by the Dean of Students.
2. R.A.'s must be present at official "**Move-in**" days that will be set based on incoming residents and their specified "**move-in**" dates. Residents will sign up prior for time slots to determine the amount staff that will necessary.
3. Must be available for all Campus visit days, Open Houses, and New Student Orientations. Only class or prior and noted obligations will excuse you from participation in such events.
4. Participating in the Housing "On-Call" rotation.
5. Executing 1-2 events/activities per month at the housing complex or on campus.
6. Decorating all 3 bulletin boards with an appropriate theme and information each semester. Constant upkeep and maintenance maybe required.
7. Attend all bi-weekly Housing meetings between R.A.'s and the Dean of students. Emergency meetings could occur given the severity or priority of the situation.
8. R.A. must be present during **Pest Control** visits and/or **recurring maintenance** (i.e. replacing furnaces, maintenance inspections after move-out). Noted Class or work obligations may/will excuse you from such presence.

Team Player and Educator:

1. You will maintain regular weekly contact with your supervisor. All communications are fine including; email, group chat, text, and/or phone calls. Any reports will be discussed at bi-weekly Housing meetings between R.A.'s and the Dean of students.
2. You will work as part of a team with your fellow RAs. You will support and help fellow team members.
3. You will attend and participate in all training sessions, in-service workshops, and area meetings.
4. You will understand, abide by, and enforce all MC policies.
5. You will support the Academic Affairs Department and their mission. You will positively role-model their policies, as explained in the job description, this contract, the RA Manual, and through your supervisor.

6. You will educate your residents of MC policies and procedures as well as confront and document any inappropriate behaviors.
7. You will communicate regularly with residents through informal contact, frequent meetings, and bulletin boards.
8. You will coordinate and facilitate social and educational programs for residents as directed by your supervisor. All appropriate paperwork (i.e. program proposals, evaluations, receipts, etc.) must be submitted to your supervisor in a timely manner.
9. You will facilitate the discussion of complex policies (i.e. quiet hours, guest policy, etc.).
10. You will participate in a formal evaluation meeting each semester with your supervisor.
11. You will participate and assist with **All** emergency drills including fire, tornado, etc.
12. You will conduct Bi-Monthly health, safety, apartment upkeep inspections of occupied units and common area inspections once a month.
13. You will be responsible for checking and responding to all housing correspondence from the Dean of Students.
14. You will participate in and complete all other tasks deemed necessary by your supervisor.

On Call:

The R.A. must be within 20 minutes of the complex when “on-call”. Holidays and School closings may alter “On-Call” rotations. Rotations will be up for discussion and discretion to the Dean of Students.

- You will participate in the R.A. on-call rotation .Rotations will be established on a month to month basis. It will be important for the R.A’s note outside obligations include work and/or extra-curricular activities.
- Residents are permitted to work, but if “on-call” must be able to respond to calls and relay correspondence to other members of the housing team and campus security.
- You will hold a minimum of 2 office hours per week, which may include nights and weekends.
- If an emergency or situation arises, it will be your responsibility to coordinate with the Dean of Students, other R.A., and possibility campus security to ensure adequate coverage within the complex.

Campus Closings

- You will remain on campus until all move-out inspections are completed. You will coordinate with the Dean of Students your availability during campus closing to ensure adequate coverage within the complex.
- **Contract:** Resident Advisors contracts are renewed on an annual or yearly basis. At the end of each year, Resident Advisors contracts will be evaluated to determine if the R.A. will be given the option to auto-renew their contact/position. At the discretion of the Dean of Students the position may open up to a campus-wide search for the position. If that situation arises, the current R.A. may re-submit an

application and join the campus-wide search and will be given an equal opportunity as other applicants to re-apply for the position.

Termination: This appointment is subject to probation and/or termination if you fail to uphold the expectations and requirements outlined here, in the Resident Advisor Job Description, by your supervisor, and the RA Manual. If termination occurs prior to the end of the academic year, the Dean of Student reserves the right to re-assign you to another campus room and room credit will be pro-rated effective the date of termination.

I have read and understand the terms and conditions of my employment as a Resident Advisor at Methodist College as defined by this contract. By signing and submitting this contract, I am stating my full commitment to complete the RA training and serve as a Resident Advisor from June 1-May 31st

Resident Advisor Signature _____ *Date* _____



Methodist College

**METHODIST COLLEGE
RESIDENT ADVISOR APPLICATION FORM**

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____

E-MAIL: _____

Please complete all:

Program at Methodist College: _____

Current GPA: _____

Year at Methodist College: _____

College (if other than Methodist College): _____

Graduation/Departure GPA: _____

Employment History:

Current/Most Recent Job: _____

Supervisor: _____

Contact Number: _____

Position & Duties:

Experience:

Any previous RA experience (if yes, please elaborate)?

CURRENT/FORMER LEADERSHIP EXPERIENCES:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

REFERENCES (cannot be a friend, roommate, family member, or current RA; please include phone number and e-mail for each reference)

1. _____
2. _____

Please type out the responses to the following questions and attach it with your application:

1. Why are you interested in an RA position?
2. How will your previous leadership experiences help you contribute to the RA position?
3. What are some of the ideas you have for events, procedures, activities, etc. and how do you plan to implement them?
4. What is your favorite thing about living in the residence hall?

For Additional Questions Contact Dean Allen at aallen@methodistcol.edu

Please return completed application form by April 19th, 2018 to:

**Methodist College
Student Services Window
7600 N. Academic Drive
Peoria, IL 61615**