Terms of Employment: Resident Assistant
Residential Living and Student Conduct, Drexel University

1. Status as a full-time student at Drexel University (through full-time credit load or co-op).

2. Maintain minimum cumulative GPA of 2.5. Failure to meet this GPA requirement may result in job action, up to and including termination.

3. Hold no active sanction with Residential Living and Student Conduct during period of employment. Failure to be in good conduct standing may result in job action, up to and including termination.

4. Abide by all University policies, rules and regulations listed in the Drexel Student Code of Conduct and University Housing Guidelines.
   a. Amorous Relationships: All RAs must abide by Drexel University’s amorous relationship policies. Please visit Drexel’s Human Resources page for more information.

5. Dates of Employment: All staff will arrive in their assigned building and be ready to start training no later than Friday, September 8, 2018 at 7pm. Attending all of staff training is mandatory to continue employment as an RA. This may require staff members to end co-op assignments early or start co-op assignments late. Please contact your co-op employer immediately to make these arrangements. Staff members should be prepared to arrive a day before other term openings and stay beyond the posted closing time of the residence halls. Openings/Closings are subject to change. These dates include, but are not limited to:
   a. Fall Training: Arrive Saturday, September 8, 2018 before 7PM – Wednesday, September 19, 2018
   b. HRA Training: Arrive Friday, September 7, 2018 before 7PM; Training--Saturday, September 8, 2018
   c. 1st Year Student Move-in: Saturday, September 15, 2018
   d. Upperclassmen Move-in: Saturday, September 22, 2018
   e. Welcome Week: Saturday, September 15 - Sunday, September 23, 2018
   f. Ongoing Training: Monday, October 29, 2018, evening
   g. Winter Training: Friday, January 4, 2019 – Saturday, January 5, 2019
   h. Winter Training Inclement Weather Back-Up Date: Saturday, January 12, 2019
   i. Ongoing Spring Training: Wednesday, April 3, 2019, evening
   j. Spring Closing: Finish June 16, 2019
   k. Residence Hall Buildings will remain open during all University breaks. Supervisors will work with RA Staffs to determine on-call coverage for these times.
   l. All RAs are required to assist with and attend openings and closings unless written permission has been granted in advance by supervisor.

6. Remuneration: Federal law mandates Residential Living and Student Conduct communicate with the Financial Aid Office regarding all dollars received by each individual staff member’s financial aid package, including staff stipend and room.
   a. Room
      i. The goal of Residential Living and Student Conduct is to provide RAs with a single room; however, periodically the office does need to assign a roommate to an RA that has been placed in a room accommodating two students. It is expected any temporary roommates are warmly welcomed and treated with respect. When space becomes available on campus, every effort will be made to offer permanent options to RA roommates.
      ii. In Van Rensselaer Hall, every effort will be made to provide RAs a single room within an apartment. RAs assigned to this building will have apartment mates.
   b. Board
      i. Each RA in classes will receive a meal plan that includes 10 meals per week. These meals can be redeemed in the Handschumaker Dining Center or Urban Eatery.
   c. Stipend
      i. Each RA will receive a stipend of $90.00 per month

7. Time Commitments: The RA position requires the ability to be present and available to residents. It is expected the RA position will be the first priority following class and co-op. To maintain an appropriate level of availability, it is expected that an RA:
a. Takes 18 credit hours of class or less per term.
b. Has a co-op position that allows them to be back in the residence hall by 7 PM.
c. Has a co-op position and commute that take no more than 11 hours away from campus each day for no more than 5 days a week.
d. Take no more than one class while holding a co-op position.
e. Work no more than 14 hours per week outside of class and co-op.

*Any RA who has requirements outside of these standards will need to put in a request with their supervisor by the end of Week 1 of the term, and a decision on the request will be made by the end of Week 2 of the term on a case by case basis.

8. Residential Living Training, Staff Development, and Departmental Expectations:
a. All RAs are required to attend all of Fall Training, in-service training, and full staff and/or individual staff events.
b. RAs may be asked to participate on a committee that contributes to Residential Living and Student Conduct.
c. RAs are required to participate in continuing education as determined by their supervisor.
d. RAs must use care when handling official Drexel keys for their job functions. This includes, but is not limited to, keys that are issued to RAs or keys accessed via any key box of a residence hall front desk. RAs that lose or misplace keys may be held accountable through job action, up to and including termination.

9. Building and Floor Assignment: RAs are assigned to specific buildings and floors as needed. If circumstances warrant, RAs may be reassigned to a new building and/or floor.

10. If an RA voluntarily leaves or is asked to leave their position (for any reason), the roommate and/or apartment mates of the RA may also be asked to relocate.

11. If an RA is terminated from their position, they are not eligible to reapply for any future RA or intern positions within Residential Living and Student Conduct.
   a. When an RA is terminated they will be asked to leave the room provided to them through their employment within 48 hours, regardless of appeal status. RLSC reserves the right to remove an RA immediately. The department will communicate with the RA on the timeline for move out.

12. Departure from position due to co-op: Any student considering a co-op that would require leaving the RA position should consult with their supervisor as soon as possible and give written notice. Failure to give appropriate notice may affect future employment with Residential Living and Student Conduct.

13. Communication: RAs are expected to have an active phone line and voice mailbox in their residence hall room. RAs are expected to respond to e-mail or voicemail messages daily from Residential Living professional staff. RA mailboxes at the front desk should be checked regularly for University updates and information.

13. Confidentiality: RAs are expected to maintain confidentiality when appropriate and in accordance with your training. If you are unsure about whether certain information is confidential, consult your AD/RD before disclosing the information.

14. Knowledge of Job Responsibilities and Expectations: Each RA should be familiar with the attached job description and employment policies listed in this document. RAs should be familiar with specific expectations set by their supervisor.

15. Duty Expectations: Two RAs are expected to be in each building from 7PM-7AM every week night. Two RAs are expected to be in the building from 7PM to 7PM (24-hour coverage) every Friday and Saturday. One RA is expected to sit at the front desk from 7PM-9PM Monday through Friday. RAs are not required to sit at the desk on Saturday or Sunday nights. RAs are expected to complete two rounds of the building Sunday through Thursday and three rounds on Friday and Saturday nights.
   a. If an RA needs to leave the building while on duty at any time, they must find another RA to cover the time they are away.
   b. Each staff is responsible for scheduling duty for the building if it is open during any University breaks.
   c. Any exception to this must be approved by the Executive Director of Residential Living and Student Conduct.

17. RAs are responsible for other duties as assigned by their supervisor or by Residential Living and Student Conduct.

18. Revisions and updates to the terms of employment will be determined by Residential Living and Student Conduct and communicated through written memo(s).