

RESIDENT ADVISOR TERMS OF APPOINTMENT FOR 2016-2017

To hold a Resident Advisor (RA) position, a student must fulfill the following criteria:

- be enrolled in at least 12 undergraduate credit hours or 9 graduate credit hours each semester;
- meet the minimum academic requirements of the major department in a regular undergraduate or graduate degree program;
- at the time of appointment, hold no less than a 3.00 cumulative grade point average, and once hired, maintain both a 3.00 (or higher) cumulative and semester grade point average (*grade exclusions are not considered*);
- have no active or pending University disciplinary charges or sanctions from the execution of this agreement through the tenure of this position; and
- successfully complete a criminal background check

RAs are appointed as “at will” temporary employees, with an expectation that the appointment cover the two semesters of the academic year (or one semester if the appointment is made in the middle of an academic year). University Apartments: E.S. King Village and Western Manor RA appointments are 12 months. As an “at will” temporary employee, the appointment may be discontinued at the discretion of the Director of University Housing. This appointment is contingent upon successful completion (making a “B” or better) in ECD 220, “Topics in College Student Development,” which must be taken in the semester preceding appointment. If the RA is unable to take ECD 220 prior to appointment, the RA must coordinate enrolling in ECD 220 during the first semester of appointment with the respective Community/Residence Director (C/RD) and be approved by the Assistant Director (AD). Reappointment as a RA for a subsequent year is not guaranteed.

Dates of Employment:

RAs			ACs		
Hall RAs	8/3/2016	5/14/2015	Hall ACs	7/31/2015	5/14/2017
Wolf Ridge RAs	7/22/2016	5/18/2017	Wolf Ridge ACs	7/22/2016	5/18/2017
Wolf Village RAs	7/29/2016	5/15/2017	Wolf Village ACs	7/29/2016	5/15/2017
ESKV/WM RAs	5/16/2016	5/19/2017			

Stipend: RAs are provided a stipend based on new or returning status, placement, and length of appointment. Stipends are pro-rated based on the actual dates of appointment for RAs appointed after the designated RA start date.

RAs	1st Year	2nd + Years	ACs	1st Year	2nd + Years
Hall RAs	\$1,735	\$1935	Hall ACs	\$2,210	\$2,410
Wolf Ridge RAs	\$2,268	\$2,515	Wolf Ridge ACs	\$2,876	\$3,122
Wolf Village RAs	\$1,835	\$2,035	Wolf Village ACs	\$2,325	\$2,525
ESKV/WM RAs	\$4,690	\$4,890			

Housing: RAs are required to live on campus in an assigned single-occupancy room which is provided at no cost. All RAs are required to pay a \$35 laundry fee (excluding ESKV and Western Manor). ESKV and Western Manor RAs receive a student apartment and are able to choose a 1 or 2 bedroom unit and pay the difference between the cost of the unit and the studio. RAs receive local telephone service, voice mail, and Internet access.

Meal Plan Allowance: As a condition of appointment, RAs receive a meal plan allowance in order to eat with their residents (ESKV and Western Manor RAs do not receive a meal plan but receive a different stipend). As such, RAs may choose any meal plan offered by University Dining, with University Housing and University Dining subsidizing a pre-determined amount of the cost. During the spring transition meetings within the residential areas, RAs will complete a form to choose a specific meal plan option. If RAs choose a meal plan whose total cost exceeds the subsidized pre-determined amount, they will be responsible for paying the cost difference and any associated taxes. Conversely, if RAs choose a meal plan that is less than the pre-determined amount they will not receive a refund.

Impact on Financial Aid: The value of the RA package (room, board, ResNet, phone) is forwarded to the Financial Aid Office and is considered in determining any aid awards. It is strongly recommended that potential RAs contact their financial aid counselor to verify what impact the RA appointment may have on any financial aid received from the University prior to accepting this appointment.

PERSONNEL POLICIES

Role Modeling: RAs are expected to exhibit positive role modeling through academic excellence, appreciation for diversity, and personal example. They should demonstrate pride for NC State University and University Housing. RAs are expected to use respectful language and behavior and uphold and abide by University and department policies, rules, and regulations.

Academics: Undergraduate RAs must be enrolled in at least 12 undergraduate credit hours each semester and may not take more than 18 credit hours per semester. Graduate RAs must be enrolled in at least 9 graduate credit hours. University Apartment RAs do not need to take summer classes. Exceptions must be negotiated with the C/RD and approved in writing by the Assistant Director prior to registration. RAs in their last academic semester may appeal to the Assistant Director to carry less than the 12 credit hours minimum. RAs must also consider time demands imposed by the hours required in fieldwork, studio, laboratory work, or similar academic activities outside of the classroom. Lengthy absences during the day or evening may conflict with the general responsibilities of the position and should be discussed with the C/RD and approved by the Assistant Director. Students cannot co-op or student teach while holding the RA position.

Expectations of Time Commitment: RAs need to be in their residence hall/apartment community a minimum of twenty "quality hours" per week, especially during the hours of 5pm-12am. While it is understood that a staff position in the residence halls/apartment communities cannot easily be translated into hours worked per day or week because of the unique nature of the responsibilities, the position requires a genuine personal commitment and a firm understanding of the varying demands of the actual time involved. "Quality hours" can be defined as, but not be limited to, time spent conducting programs with the residents, time working in the office or desk as assigned, addressing resident and

community development issues, and staff development opportunities including committee or staff meetings.

RAs will be scheduled for duty whenever the residence halls/apartments are open, including University holidays. University Housing reserves the right to schedule additional staff coverage during specific weekends and University breaks including, but not limited to, the first weekend after classes begin, Homecoming Weekend, Parents Weekend, Halloween weekend, etc. Each semester, RAs are permitted up to six (6) weekends away. Should a RA be assigned to a building/apartment community that is designated as open for Thanksgiving, winter break, or spring break, they may be scheduled for duty during these break periods. The C/RD is responsible for ensuring adequate coverage for the building; therefore, scheduling for weekends away is at the discretion of your supervisor. Weekday overnight absences and weekends off must be scheduled in advance with the C/RD. Overnight absences are classified as any night that a RA is out of their assigned room/apartment after 2:00am.

Other Commitments and Employment: RAs are encouraged to participate in the life of the campus and community; however, no commitment should interfere with responsibilities of being a student in good standing or with the responsibilities of the RA position. When conflicts arise between RA duties and extracurricular activities, RA responsibilities take priority. To ensure that outside activities are appropriate, they should be reviewed with the C/RD at the beginning of the year and periodically throughout the year. Resolution of scheduling conflicts is left to the discretion of the C/RD and Assistant Director

In order to fulfill the expectations of the position description and commit to academic achievement, RAs are not to hold major elected positions (such as president of a sorority, fraternity, or Student Body President) and are not permitted to take on any other paid employment. The only exception is for campus academic-related employment*. In order to hold such employment, a "Request for Academic Employment" form must be completed and submitted for review to the supervising C/RD and Assistant Director with final approval by the campus Associate Director and Director of University Housing prior to the employment. Furthermore, any employment is to be requested and reviewed prior to the start of a new semester. To determine the maximum number of hours a staff member may be available to work in an academic position, the following formula is used: number of semester credit hours plus the number of hours worked cannot exceed a total of 20 hours per week.

*Note: The NC State University policy is that undergraduate students are eligible to work up to 20 hours per week during the academic year at any UNC System school; (graduate students are eligible to work up to 29 hours per week unless they are in the Graduate Student Support Plan). Exceptions to this requirement may be requested through the department sponsoring the academic related employment and be approved through University Housing's review and approval process as detailed above.

Village Assignments: RAs assigned to a residence hall/apartment community that contains a living-learning village have additional responsibilities that will enhance the collaboration between the academic program and University Housing. Examples of additional responsibilities include, but are not limited to: joint programming efforts, attending village meetings and programs, etc.

Other Duties as Assigned: RAs are expected to perform other duties as requested or deemed necessary by the assigned supervisors. These responsibilities may include, but are not limited to, serving on staff committees, assisting with staff interview and selection processes, providing extra duty coverage as needed, assisting with any University emergency, etc.

PERFORMANCE EVALUATION

University Housing utilizes a performance evaluation process to help RAs successfully meet the needs of the residential community. RAs report directly to the C/RD, who has responsibility for staff supervision and evaluation and will formally evaluate performance once a semester. Questions regarding the performance evaluation process should be directed to your Assistant Director.