RESIDENT ADVISOR TERMS OF APPOINTMENT FOR 2018-2019

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;
- at the time of appointment, hold no less than a 2.8 cumulative grade point average, and once hired, maintain at least both a 2.8 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). 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 or designee. Reappointment as a RA for a subsequent year is not guaranteed.

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 with their respective Community Director and the class coordinator to enroll in ECD 220 during the first semester of their appointment or the next semester the course is offered.

Dates of Appointment:

<table>
<thead>
<tr>
<th>RAs</th>
<th>Start Date</th>
<th>End Date</th>
<th>Senior RAs (SRA)</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESKV/WM RAs</td>
<td>5/20/2018</td>
<td>5/19/2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 receive the 2+ year stipend rate after two semesters of experience.
**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, demonstrate solid decision-making skills, and uphold and abide by University and department policies, rules, and regulations. RAs must report any alleged violation of the NC State Code of Student Conduct to their supervisor within 48 hours of the notification of the alleged violation.

### Confidentiality
RAs are official staff members within University Housing at NC State University. RAs may be privy to sensitive and confidential information regarding individual students and staff members. RAs are required to handle confidential information appropriately and are bound by the Family Educational Rights and Privacy Act (FERPA). RAs are also Campus Security Authorities (CSAs) under the Clery Act as well as Responsible Employees (RE) under Title IX and are mandatory reporters for any crimes of incidents of sex discrimination which they are made aware.

### 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, Western Manor and Wolf Village). 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 internet access.

### Meal Plan Allowance
As a condition of appointment, RAs receive a meal plan allowance to eat and build relationships with their residents (ESKV and Western Manor RAs do not receive a meal plan but receive a slightly enhanced stipend). As such, RAs may choose any meal plan offered by University Dining, with University Housing and University Dining subsidizing a predetermined amount of the cost. During the spring orientation meeting RAs will complete a form to choose a specific meal plan option. If RAs choose a meal plan whose total cost exceeds the subsidized predetermined 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 predetermined amount they will not receive a refund. If the RA does not fully utilize the meal plan allowance, the remaining funds are returned to University Housing. If RAs leave the position before the end of the terms of appointment, they are responsible for contacting University Dining to make changes to their meal plan.

### Impact on Financial Aid
The value of the RA compensation (room, board, and ResNet) is reported to the Financial Aid Office and is considered in determining any aid awards. Prior to accepting the appointment, 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.

---

<table>
<thead>
<tr>
<th>RAs</th>
<th>1st Year</th>
<th>2nd + Years</th>
<th>Senior RAs (SRA)</th>
<th>1st Year</th>
<th>2nd + Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall RAs</td>
<td>$1,770</td>
<td>$1,974</td>
<td>Hall SRAs</td>
<td>$2,255</td>
<td>$2,460</td>
</tr>
<tr>
<td>Wolf Ridge RAs</td>
<td>$2,005</td>
<td>$2,236</td>
<td>Wolf Ridge SRA</td>
<td>$2,552</td>
<td>$2,784</td>
</tr>
<tr>
<td>Wolf Village RAs</td>
<td>$2,005</td>
<td>$2,236</td>
<td>Wolf Village SRA</td>
<td>$2,552</td>
<td>$2,784</td>
</tr>
<tr>
<td>ESKV/WM RAs</td>
<td>$4,784</td>
<td>$4,988</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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. RAs employed as summer RAs do not need to take summer courses. Credit hour exceptions must be negotiated with the Community Director and approved in writing by the Assistant Director prior to course 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 Community Director 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 developing one-on-one relationship with residents, 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. 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. Each semester, RAs are permitted up to twelve (12) days/evenings away. The Community Director 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 Community Director. 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 Community Director at the beginning of the year and reevaluated periodically throughout the year. Resolution of scheduling conflicts is left to the discretion of the Community Director 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, IRC Executive Board, NRHH President, or Student Body President).

RAs are not permitted to take on any other paid employment. The only exception is for on-campus academic-related employment with an academic department*. To hold such employment, a “Request
for Academic Employment” form must be completed and submitted for review to the supervising
Community Director and Assistant Director with final approval by the campus Senior Associate Director
and Director of University Housing prior to the paid academic-related 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 19 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 may have additional responsibilities that will enhance the collaboration between the
village 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, assisting with adverse weather situations, 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 either the Residence Director or Community Director
for their assigned area, 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.