



Department of Residence Life

Senior Summer Resident Assistant Position Description and Contract

PART 1: POSITION DESCRIPTION

SECTION I: GENERAL POSITION DESCRIPTION:

The Senior Summer Resident Assistant (SSRA) is a student whose role is to fulfill the Department of Residence Life mission to support students and guests by providing a vibrant, healthy place to live and learn. The SSRA facilitates a positive community in the hall to help our residents embrace global citizenship by having the responsibility to take action toward positively impacting self, others, and the world.

The position is comprised of both “active” time and “available” time. Active time involves, but is not limited to, the following:

- Facilitating Welcome Gatherings
- Office Hours/Mail Duty
- Staff Meetings
- On-Going Training and Staff Development
- Duty Rounds
- Administrative Responsibilities

Residence Life experience is preferred.

The SSRA will have additional responsibilities and compensated hours beyond the Summer RA position to assist in welcoming the many guests that arrive during the summer. The intent will be an additional 10-15 hours a week to help accomplish a more welcoming environment for on-going check-ins and apartment turnovers.

SECTION II: DEPARTMENT PRINCIPLES AND VALUES

1. Principles

- a. **Standards of Service**-consistently deliver the highest possible level of quality in all Residence Life services and programs.
- b. **Living Environment**-maintain, improve, plan and develop our facilities in the way that meets the students’ basic needs.
- c. **Learning Environment**-foster individual growth and development, academic success, and a sense of community.
- d. **Quality and Diverse Staff**-attract, reward, and retain quality staff to develop and enhance an organizational culture that values all individuals, promotes professional development, and maintains ethical standards.
- e. **Responsible Financial Management**-responsibly manage financial resources to achieve growth and address future planning.
- f. **Building and Establishing Relationships**-attract and retain students, develop and sustain successful partnerships that market and foster a positive reputation.
- g. **Innovative Use of Technology**-incorporate the innovative use of technology.

2. Values

- a. Come in with an open mind and be willing to participate fully as active members of their community.
- b. Take pride in the work you do.
- c. Have a positive mindset.
- d. Connect with residents.
- e. Work collaboratively with staff and leaders in the building, and other staff members in the Department of Residence Life.
- f. Publicly and privately, support all Residence Life staff members in the performance of their job duties.
- g. Be on time and meet deadlines.
- h. Ask questions.



SECTION III: IMPLEMENT THE RESIDENCE LIFE EXPERIENCE

1. **Embrace Global Citizenship**
 - a. Demonstrate positive leadership in the residence halls and as members of the NDSU community.
 - b. Ensure adherence to community standards to help maximize residents' academic and personal success.
2. **Explore Identity**
 - a. Become acquainted with each resident in the community.
 - b. Assess and respond to the needs of the residents and guests.
3. **Create Connections**
 - a. Demonstrate care and concern for the wellbeing of residents and initiate contact with summer guests.
 - b. Be responsive to residents' questions and needs, and refer appropriately.
 - c. Assist with all building wide events.
 - d. Promote the growth and development of residents and facilitate their connection to the residence hall and campus community.
 - e. Develop and maintain a hall environment conducive to personal well-being and success.
4. **Foster Inclusive Communities**
 - a. Demonstrate sensitivity and promote a climate that values diversity and inclusiveness.
 - b. Be accessible to summer guests.
 - c. Maintain an open and accepting attitude toward all residents and challenge residents to do the same.
 - d. Enlist the help of all residents in establishing and maintaining quiet hours and other conditions to achieve a responsible learning community.
 - e. Assist students in negotiating and resolving conflict.
 - f. Work closely with staff team to develop an effective community in the hall.
5. **Be Lifelong Learners**
 - a. Be a positive role model in all endeavors by exercising good judgement and demonstrating integrity in decisions.
 - b. Become familiar and knowledgeable of available services, resources, and personnel on campus.
 - c. Encourage mutual responsibility for residents' safety, including adherence to university and residence hall safety and security policies.
 - d. Participate in staff development activities.

SECTION IV: ADMINISTRATIVE RESPONSIBILITIES

1. **General Responsibilities**
 - a. Check staff mailbox and NDSU email daily and respond in a timely manner.
 - b. Read and post all department approved information.
 - c. Be knowledgeable about residence hall emergency procedures and respond appropriately.
 - d. Communicate with custodians about problems concerning cleanliness and maintenance in the hall.
 - e. Understand NDSU/Residence Life policies and be able to explain rationale to students.
 - f. Hold residents accountable to all NDSU/Residence Life policies in a fair and objective manner and emphasize their community responsibilities.
 - g. Attend and participate in all staff meetings.
 - h. Complete all paperwork promptly and accurately.
 - i. Assist in facilitating the room change process.
 - j. Work closely with the MLLC Hall Director to develop a weekly schedule to ensure coverage for incoming guests.
 - k. Hold and respond to on-call phone while covering hours during workday (up to 15 hours/week).
2. **Duty**
 - a. See **Addendum I: Duty Expectations** for a full list of expectations
 - a. Cover the hall desk from 6:00 pm to 9:00 pm.
 - b. Complete mail for both east and west MLLC.
 - c. Respond to situations immediately and effectively.
 - d. Address and document all policy violations.
 - e. Conduct three rounds a night.
 - f. SSRA is responsible for a phone through the entire duty timeframe and must return phone to hall office at the end of their duty shift.

PART 2: TERMS AND CONDITIONS OF EMPLOYMENT

SECTION I: ACADEMIC REQUIREMENTS FOR SUMMER RESIDENT ASSISTANT POSITION

1. SSRAs need to have a cumulative and semester GPA of 2.5. Outlined below are the parameters if staff are not at the 2.5.
 - a. Academic Watch: The semester GPA is between a 2.25 and 2.49, and cumulative remains above 2.5
 - b. Academic Probation: Semester GPA is between 2.0 and 2.24 and/or cumulative is between 2.0 and 2.49

SECTION II: OUTSIDE TIME COMMITMENTS

Establishing and maintaining relationships with residents and other staff is fundamental to the effective performance of the SSRA role, and as such, parameters on time spent in the living environment are defined.

1. Outside time commitments may not exceed a combined total of 25 hours per week. Such time commitments may include volunteer work, athletic participation, student organization involvement, special program events, etc. Performance below expected standards will necessitate the SSRA relinquishing their outside time commitment.
2. SSRAs may have outside employment not exceeding 25 hours a week (this includes other outside time commitments).

SECTION III: STAFF COVERAGE AND TIME AWAY

1. SSRAs are responsible for requesting nights away to the Hall Director at least three business days prior to leaving.
2. SSRAs are expected to be in the building by 3:00 AM each night unless it is their scheduled night off.

SECTION IV: COMPENSATION

1. SSRAs must have a summer residence hall license agreement on file.
2. SSRAs will receive a room and financial compensation for the cost of a 100-block meal plan.
3. SSRAs will receive \$11.50/hour for time worked between 8am and 5pm up to 15 hours a week.

SECTION V: STAFF DISCIPLINE/TERMINATION

The following criteria outlines conditions, which if committed, are considered serious enough to warrant disciplinary action and/or termination from the SSRA position. Please note that this is not a comprehensive list. In the event that an SSRA is allegedly involved in a violation of Residence Life and/or University policy, the SSRA is also subject to adjudication through the judicial process of the University.

1. Behavior resulting in violations of law (university, local, state, federal, etc.).
2. Not completing job duties as assigned.
3. Misrepresenting the department or institution in any form (behavior, verbal, written, social media, etc.).
4. Acts of negligence or incompetence that cast reasonable doubt on effective job performance.
5. Misuse or loss of building keys.
6. Failure to show progress in meeting expectations as outlined by the Hall Director.

SECTION VI: DISCIPLINARY ACTION/TERMINATION PROCEDURES

1. SSRAs will be made aware of conditions that would lead to disciplinary action or termination. Signing the Summer Resident Assistant Contract constitutes an understanding and acceptance of these conditions.
2. The SSRA will be informed in writing of any decision by the supervisor that may result in disciplinary action or termination.
3. Correspondence will outline the circumstances or behaviors that led to disciplinary action or termination.
4. The decision to terminate cannot be appealed and will result in removal from hall in which they currently live and work. Ability to continue to live on campus may be possible if space is available.

PART 3: STUDENT STAFF KEY USE POLICY

SECTION I: The Department of Residence Life is committed to maintaining a high degree of security and safety in the residence halls and apartments for both residents and staff, as well as protecting the building facilities and equipment. A vital part of this safety and security system is limited accessibility of keys through controlled distribution and secure storage. For this reason, the following policies and expectations have been developed for student staff regarding key distribution, storage and loss.

SECTION II: GENERAL EXPECTATIONS

1. You are responsible for keys issued to you by the Department of Residence Life. Keys are not transferable.
2. Staff members are responsible for keeping Department of Residence Life keys secured and in your possession at all times.
3. In the event of a key loss you are responsible for immediately reporting the loss to your supervisor. The supervisor is responsible for reporting the loss to the Associate Director.
4. Loss of keys could result in the staff member being financially responsible for the replacement.
5. Loss of the keys issued to you could result in disciplinary action up to and including termination of your position.

SECTION III: ALL STAFF EXPECTATIONS

1. **Hall Directors are responsible for properly issuing and collecting of residence hall/apartment keys to all staff.** An “NDSU Key Record” will be completed for every staff member who is issued Department keys.
2. **At the end of summer, a key audit will take place with the Hall Director.** This will be done to help maintain a higher level of accountability for all keys issued to staff.
3. **After using the master key ring it must be promptly locked up and returned to the hall office.** The master key ring must never be taken outside of the building, taken home, or left unattended.
4. **All staff is encouraged to evaluate and discuss individual habits for key usage and to carefully consider ways that would minimize their risk of losing keys.**

PART 4: EMPLOYEE CONFIDENTIALITY OF STUDENT RECORDS ACKNOWLEDGMENT

North Dakota State University has a legal responsibility to assure students that their education records are confidential. All employees, including student employees, have a responsibility to adhere to the strict confidentiality of student records in accordance with state and federal laws and the rules of NDSU.

The University will treat the breach of this responsibility in a very serious manner. Employees who sign this agreement acknowledge that they understand the responsibility they have to not look up the records of students for personal use or to otherwise improperly disclose such records and that they realize the seriousness of this matter. Violation of law or regulation can result in disciplinary action.

PART 5: ALCHOL AND DRUG EXPECTATIONS

All Residence Life staff members are involved in educating students about alcohol and illegal drug use. This includes communicating about appropriate attitudes and behaviors concerning alcohol or illegal drug use. The department has established the following expectations related to alcohol use that is necessary to be a good role model.

1. The Department of Residence Life does not tolerate the possession or use of alcohol where anyone is under the age of 21.
2. Do not engage in alcohol and/or drug related activities that are in violation of University policy or state/federal laws.
3. Do not encourage events involving residents where alcohol and/or drugs is the primary focus or motivation to attend.
4. Do not place yourself in a situation where it could be perceived that you are drinking underage, supporting minors, or partaking in illegal drug use.
5. Do not return to the halls if you cannot respond to emergencies due to intoxication level, if needed (fire alarms, natural disasters, etc.). Please notify your Hall Director by e-mail should this happen.
6. SSRAs are expected to confront and educate residents about the risks and possible consequences of illegal use of alcohol and/or drugs on campus.

PART 6: ADDENDUMS

Addendum I: Duty Expectations

SECTION I: GENERAL DUTY EXPECTATIONS AND INFORMATION

1. Cover the hall desk from 6:00 pm to 9:00 pm.
2. Respond to situations immediately and effectively.
3. Address and document all policy violations.
4. Complete mail for both East and West MLLC.
5. Conduct three rounds a night.
6. SSRA/SRAs are responsible for a phone through the entire duty timeframe and must return phone to hall office at the end of their duty shift.

SECTION II: WEEKDAY DUTY

1. Weekday nights are defined as evenings that are followed by a day with classes in session.
2. At least one SRA/SSRA must be staffing the hall each weekday night.
3. Duty will occur nightly from 5:30 PM – 7:30 AM on weekdays.
4. Conduct 3 rounds a night starting at approximately the following times:
 - a. 5:30 PM
 - b. 9:00 PM
 - c. 11:00 PM
5. SSRA/SRAs on duty must remain in the hall until 7:30AM the following day.

SECTION III: WEEKEND DUTY

1. Weekend nights are defined as evenings that are not followed by a day with classes in session.
2. Weekend duty will be 24 hours, starting at 5:30 PM on Friday evening until 7:30 AM on Monday morning or in the case of holidays when the weekday schedule begins.
3. Conduct 3 rounds a night starting at approximately the following times:
 - a. 5:30 PM
 - b. 9:00 PM
 - c. 11:00 PM
4. **PRIMARY DUTY**
 - a. SSRA/SRAs must return to their buildings thirty minutes before desk hours in order to complete their first set of rounds and remain in the hall until 7:30AM the following day.
 - b. SSRA/SRAs may carry the duty phone on the main campus within the permitted time, provided they keep the phone charged and within service areas at all times.
 - c. SSRA/SRAs must be able to return to their hall within 10 minutes.
 - d. For the purposes of carrying the duty phone, the main campus includes the area confined by 12th Ave N, 18th St N, 17th Ave N, and University Drive and the block of University-owned apartments specifically Niskanen, Niskanen Expansion, and University Village (see map on following page).
 - e. SSRA/SRAs are not permitted to be in the FargoDome or the Research and Technology Park. For duty phone purposes, these areas are not part of the main campus.
 - f. SSRA/SRAs should only be travelling to NDSU-owned buildings, regardless of how close a non-university building is to their hall.
 - g. Food is not an excuse for traveling off-campus.

SECTION IV: CAMPUS MAP WITH DUTY BOUNDARIES

Senior Summer Resident Assistant Contract 2021

North Dakota State University | Department of Residence Life

_____ _____ _____
 Full Legal Name (Printed Clearly) Student ID # MLLC Assigned Hall

_____ _____ _____ _____
 Permanent Address City State Zip code

_____ _____
 NDSU Email Address Cell Phone Number

 Do we need to be aware of any medical conditions? (diabetes, epilepsy, medications, etc.) If yes, please explain.

_____ _____
 Do you have any dietary restrictions? (vegan, observing Ramadan, celiac disease, etc.) Please Specify. Shirt Size

_____ _____ _____
 Emergency Contact Name Emergency Contact Relation Emergency Contact Phone

This contract, when signed by the parties listed below, becomes a properly executed contract binding the two parties to these documents:

- Sr. Summer Resident Assistant Position Description & Contract
- Confidentiality Statement
- Student Staff Key Use Policy
- Alcohol and Drug Expectations for Student Staff
- Contract Dates, as listed below

Dates of Employment

	TRAINING	START DATE	END DATE
CONTRACT DATES	Dates TBD	MAY 15, 2021	AUGUST 14, 2021

Evaluation:

- Evaluation of your job performance will be given as needed by your supervisor.

Compensation:

- The cost of your room which is \$1842.75
- Meal compensation (up to \$700)
- \$11.50/hour for daytime work up to 15 hours a week

***Nearly all communication will occur through email. Please check your NDSU account regularly!**

_____ _____ _____ _____
 Sr. Summer Resident Assistant Signature Date Hall Director Signature Date