University of Washington  
Department of Housing & Food Services  

Resident Adviser Contract  
2014–2015 Academic Year  

Name: ______________________  
Student ID Number: __________  
Community___________________  


Job Summary  
The Resident Adviser (RA) position is a live-in position within the University of Washington (UW) residence halls and apartment communities. Under the direct supervision of the Resident Director (RD), the RA establishes a cohesive and responsible community in their designated area; models and supports issues related to diversity; facilitates the holistic development of residents through programming; promotes resident involvement; refers, advises and supports residents as they deal with academic and personal issues; enforces and abides by the policies of the UW Department of Housing & Food Services (HFS), Blanton Turner Management (applicable to RAs assigned to Nordheim Court) and the UW as well as Washington State and federal laws in the UW residence halls and apartment communities; demonstrates sound judgment; participates in and facilitates a team approach with coworkers; completes necessary administrative tasks; and provides appropriate customer service to students and visitors.  

General Duties and Responsibilities  
COMMUNITY BUILDING: In order to establish a cohesive community, the RA is personally available to residents; provides opportunities for interaction and promotes resident involvement; supports student leadership; calls community meetings and publishes newsletters as required by their supervisor; encourages the expression of diversity among residents and actively facilitates an environment of acceptance; acts as a role model to the residents; and mediates conflict when appropriate. The RA must be approachable and display a genuine interest in the welfare and personal development of the residents. The RA is expected to maintain a presence in their living community, especially during peak times when residents are active in the community.  

STUDENT DEVELOPMENT: The RA facilitates student development by providing opportunities for residents to establish a balanced lifestyle. These opportunities include programs addressing various aspects of the residents’ interests and personal wellness, the distribution of informational materials, the referral of residents to appropriate resources, and the active encouragement of and support for resident involvement and participation. The RA is expected to personally know the residents and be aware of their needs and interests in order to provide appropriate programs and encourage skill development. The RA supports student leadership and promotes involvement.  

ACADEMIC: The RA is expected to orient students to UW student services; encourage behavior that contributes to academic success; refer students to proper academic advising channels; and establish a community environment that supports residents’ rights to sleep and study.  

RESOURCE AND REFERRAL: The RA is responsible for referring residents to the appropriate UW and community resources as they deal with academic and personal issues. Such referrals require the RA to be knowledgeable about resources, responsive to requests and available for follow-up. The RA is expected to respond immediately to crisis situations.  

POLICY ENFORCEMENT: The RA is responsible for the consistent enforcement of all HFS (and Blanton Turner, at Nordheim Court) and UW policies as well as Washington State and federal laws. This involves the education of residents on housing policies, the establishment of an environment that promotes personal responsibility, and the encouragement of participation in upholding policies.  

TEAMWORK: The RA is responsible for contributing to positive work relationships; participating as a team member in achieving the stated goals of the staff and the Residential Life Unit, cooperating with staff members and supporting team and HFS projects and initiatives; demonstrating an acceptance for differences in style; and establishing and maintaining positive working relationships with custodial, food service, desk, maintenance and other HFS, Blanton Turner and UW personnel.  

ADMINISTRATIVE: The RA is responsible for operational and administrative duties such as assisting in move-in and move-out procedures; documenting all alleged policy violations; completing necessary paperwork and reports; completing duty
Specific Job Requirements

1. The RA is expected to consistently demonstrate behavior characterized by integrity; this includes, but is not limited to, providing accurate and true information on all documentation and communications with all HFS, Blanton Turner and UW personnel.

2. The RA is expected to meet all Community Development expectations as outlined by their supervisor and the Community Development Model.

3. The RA is expected to maintain a standard of sleeping in their own room four of five nights per workweek and one of two nights per weekend.

4. The RA is expected to obtain prior approval from their supervisor for absences from the community that are greater than 24 hours or will require him/her to spend the night outside of the Seattle metro area.

5. The RA is expected to serve as a positive role model through all Internet activity and computer-related communications including, but not limited to, instant messaging, online journals, texting, social networking sites and email tags.

6. The RA is expected to refrain from any relationship that may result in a personal conflict of interest. The RA is expected to report the potential of such relationships to their supervisor immediately. Examples may include, but are not limited to, siblings, significant others, etc.

7. The RA is expected to know, enforce and model all federal and Washington State laws, and UW, residence hall, apartment and Residential Life staff regulations and policies. These include, but are not limited to, the Master Key policies, Duty Expectations, Incident Response Protocol, Code of Confidentiality, Communication with Press, Prohibited Conduct policies, Residential Community Standards, and Community Development Model expectations.

8. The RA is expected to successfully complete all duty and on call responsibilities as assigned. This includes Residential Life Office or Nordheim Court Leasing Office duties and break coverage as assigned. The RA is expected to remain in their assigned building/complex while on duty unless otherwise directed by a supervisor.

9. The RA is expected to support year-round occupancy, which includes break coverage. Break coverage includes Thanksgiving, Winter and Spring breaks and includes 24-hour duty coverage and administrative and community development tasks as directed by the supervisor. (Communities with 12-month occupancy will receive preference in staffing of break coverage.)

10. The RA is expected to report any threats or incidents of violence including, but not limited to, threats or incidents of self-harm, immediately to their supervisor. If such acts occur after 5 p.m. on a weekday or anytime on a weekend or holiday, the RA is expected to contact the RD on duty immediately and follow the established guidelines regarding priority documentation.

11. The RA is expected to notify their supervisor of any arrest, criminal charge or protection order immediately after issuance.

12. The RA is expected to follow instructions/directions given by direct and/or indirect supervisors. Indirect supervisors may include, but are not limited to, the RD on Duty, Residential Life Administrators, the Assistant Director for Residential Life and the Nordheim Court Blanton Turner Staff.

13. The RA is expected to attend one-on-one meetings, staff meetings, in-service training sessions, other meetings and workshops, and Residential Life student-conduct meetings and hearings as designated by their supervisor. Staff meetings occur on Monday evenings from 7–9 p.m. on a weekly basis each academic quarter.

14. The RA is expected to routinely monitor their HFS email and Residential Life Office/Nordheim Court Leasing Office mailbox for messages from their supervisor or other Residential Life personnel and respond accordingly and in a timely manner.

15. The RA is expected to return to campus for Autumn Training beginning on September 3, 2014, and stay for its entirety.

16. The RA is expected to remain 24 hours after the end of each academic quarter and arrive 24 hours before the community opens each academic quarter.

17. The RA is expected to notify their supervisor about outside employment, internships or significant activities. Such employment and/or involvement must not interfere with the RA’s job performance.

18. The RA is expected to assist in the selection of new personnel as assigned.

19. The RA may not work as a Nordheim Court Leasing Office or UW Residential Life Office Assistant or hold Executive Board leadership positions in any HFS or Nordheim Court student organization during their employment.

20. New RAs are expected to successfully complete the spring quarter RA training class (EDLPS 496) or its equivalent.

21. The RA is expected to perform other duties and tasks as assigned including HFS- or Nordheim Court-wide activities and initiatives. Examples may include, but are not limited to, assisting with Opening activities, resident-appreciation events, community tours, Open Houses and Previews and safety and security assessments.
22. The RA is expected to be enrolled full-time at the UW during employment (minimum undergraduate credits = 12; minimum graduate credits = 10). The RA is expected to notify their supervisor immediately when he/she is no longer enrolled full-time at the UW.

23. The RA is expected to maintain a cumulative grade point average (GPA) of 2.45 prior to and throughout their employment. The RA is expected to achieve a minimum GPA of 2.0 per academic quarter, even if their cumulative GPA remains above a 2.45. The RA is expected to notify their supervisor immediately if their cumulative GPA falls below a 2.45.

24. Loss of any HFS student position due to dismissal may affect the employment status of other positions held within HFS.

25. This RA contract is applicable for one academic year. RAs must reapply in order to be considered for employment beyond the contract period noted above.

26. Resignation from the RA position prior to the end of the contract may affect the RA’s eligibility to be considered for future employment.

**Supervision Received**

1. A professional, full-time RD directly supervises the RA. Through committee projects and HFS tasks, other staff members including Residential Life Administrators, Nordheim Court managers and/or RDs will exercise indirect supervision.

2. The RA will receive feedback from their supervisor on a regular basis regarding performance issues, strengths and areas for growth.

**Compensation**

The RA position is paid at a rate equal to the cost of room and the Level Four Dining Plan for the 2014–15 academic year. The RA is compensated an additional prorated amount during Autumn Training. Compensation is applied directly to housing and dining expenses. Additionally, the RA is compensated $36 per academic quarter for laundry; laundry funds are provided on the RA’s Husky Card Account or equivalent system based on building requirements. Dining Account balances do not carry beyond the end of employment as a Resident Adviser and will be forfeited as of the last date of employment. The RA is provided a single or double room or room within an apartment and is not assigned a roommate.

The RA receives additional compensation for providing 24-hour duty during break periods.

The RA is expected to pay the damage and security deposit prior to moving into their assigned room. At the conclusion of their employment, he/she will be financially responsible for any unauthorized alterations, damages or cleaning costs related to their room. If for any reason employment with HFS ends or is terminated before the end of an academic quarter, the RA is responsible for returning the unspent balance on their Dining Account, minus the daily prorated amount for days worked. The RA is responsible for reimbursing HFS for any amount spent on their Dining Account above the prorated amount based upon the last day of employment. Furthermore, the RA must officially check out of their room within 72 hours of the conclusion of their employment.

Special Note for RAs in Nordhiem Court: The RA is expected to sign a 12-month, Nordheim Court Agreement. The Nordheim Court Agreement will be terminated at the close of the employment period noted above. If this employment contract is terminated prior to the employment dates noted above, the Nordheim Court Agreement will also be terminated.