UMBC
2013-2014
RESIDENT ASSISTANT
SUMMER SELECTION
AN INFORMATION PACKET
JOB DESCRIPTION & APPLICATION REQUIREMENTS

COMPENSATION

CONTACTS

APPLICATION PROCESS & SUMMER SELECTION TIMELINE

APPLICATION TO-DO LIST (A.K.A. HOW TO APPLY)

HOW TO USE UMBCWORKS

RESUMÉ HELP

PERSONAL STATEMENT

ADDITIONAL INFORMATION

INTERVIEW TIPS

WHAT DO WE CONSIDER IN THE PARAPROFESSIONAL SELECTION PROCESS?

ALTERNATE PROCESS

SPRING & FALL TRAINING

PSYCH 215 (A.K.A. PARAPROFESSIONAL CLASS)

PARAPROFESSIONAL SELECTION AND HOUSING SELECTION

OTHER RESIDENTIAL LIFE INVOLVEMENT OPPORTUNITIES

RESIDENT ASSISTANT POSITION DESCRIPTION AND TERMS OF EMPLOYMENT
RESIDENT ASSISTANT (RA)
A Resident Assistant is an upper-class student who has been selected and trained to assist residents with a variety of concerns. An RA lives on each floor in the halls and in most buildings in the apartments. The RA is the first person residents turn to when they need assistance. Some of the responsibilities of the RA include:

- working with residents to develop floor and building activities;
- listening and providing support when residents need to talk to someone;
- enforcing community standards and policies;
- answering questions about the residential facilities, academics, and campus life; and,
- conducting health and safety inspections and assisting with maintaining the residential environment.

A full job description and a list of job responsibilities for this position are available at the end of this information packet.

Application Requirements

Applicants must have a 2.50 cumulative GPA to apply for the position. Successful candidates must have and maintain a 2.50 cumulative GPA and a 2.25 semester GPA for each semester while in the position.

You must be in good judicial standing, which means you cannot be on Disciplinary or Residential Life probation, to start the position. You must remain in good judicial standing to continue in the position once hired.

Applicants must also have attended UMBC full-time for at least one semester by the application deadline. Prior experience living in the residential communities is preferred, but not required. If you have worked previously as a paraprofessional for Residential Life but aren’t one currently, you are eligible to apply through this application process if you meet all other application requirements.

If you completed the Selection process held in Spring 2013, you are ineligible to apply during the Summer Selection process. Additionally, your application must be completed in full or you will not be able to continue in the selection process.

Compensation

As an RA you will receive a single room either in an apartment or in a residence hall. You will also receive a 10 meal/week meal plan. If you would like a larger meal plan you will be responsible for the difference. You will also receive a $275 stipend at the end of each semester.

If you have questions regarding compensation, please email reslifeselection@umbc.edu.

Contacts

For any questions regarding this selection process or the RA position:
Email reslifeselection@umbc.edu and a member of the Paraprofessional Selection Committee will respond.

For resumé advisement:
Career Services Center  410-455-2216  http://careers.umbc.edu
Application Process

The final deadline for applications is June 24, 2013 at 11:59 pm. Completed documents needed to apply: online application, resumé, personal statement, and two recommendation forms.

All candidates must complete and submit an online application which can be found at umbc.edu/reslife by the June 24th deadline. A resumé and personal statement must be emailed to ReslifeSelection@umbc.edu by the June 24th deadline, and instructions for submitting both documents can be found within the application. The June 24th deadline implies that you will need to submit your online application prior to June 24th so that your references might receive the reference form and complete the recommendation prior to the deadline for recommendation forms. Recommendation forms will be sent to your references the next business day after your online application is submitted; the deadline for recommendation forms is June 26, 2013, at 4:30 pm. Any incomplete applications by the deadlines listed above will be eliminated for the process, with no exceptions. Your online application, resumé, and personal statement are due by June 24, 2013, at 11:59 pm, and your two recommendation forms are due by June 26, 2013, at 4:30 pm.

Selection Timeline*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application available online</td>
<td>June 10, 2013</td>
</tr>
<tr>
<td>Final online application, resume, and personal statement deadline</td>
<td>June 24, 2013 by 11:59 pm</td>
</tr>
<tr>
<td>Final recommendation forms deadline</td>
<td>June 26, 2013, by 4:30 pm</td>
</tr>
<tr>
<td>Individual interviews scheduled (CD will contact you)</td>
<td>July 2-3</td>
</tr>
<tr>
<td>Individual interview appointments</td>
<td>July 8-11</td>
</tr>
<tr>
<td>Decision letters available</td>
<td>July 16</td>
</tr>
</tbody>
</table>

*Although this is our current timeline, dates are subject to change without notice.

Application To-Do List (a.k.a. HOW TO APPLY)

1. Download this Information Packet from the ResLife website and read it thoroughly.
2. Contact the designated email address to answer any questions or address concerns.
3. Contact two professional references (no family or friends, and UMBC faculty and staff are preferred) and tell them to expect an online recommendation form from Residential Life after you have completed the online application.
4. Complete the online application. Recommendation forms will be sent the next business day.
5. Compose or update resumé.
6. Compose your personal statement by following the prompt found within the online application.
7. Email both your resumé and personal statement to ReslifeSelection@umbc.edu as directed within the online application.
8. Check back with the two individuals completing reference forms and remind them of the due date if they have not yet submitted the forms to the Residential Life office.
Resumé Help

The Career Services Center offers all students assistance with needs associated with obtaining a job and starting a career, including help with resumés. Please contact the Career Services Center if you have questions as they are anxious to help you! Helpful tips can also be found at http://www.careers.umbc.edu/skills/resumé

Walk-In Resume Assistance Opportunities

The UMBC Career Services Center is open throughout the summer and is available to assist with your resume during a scheduled appointment or via email. Please contact UMBC Career Services at 410-455-2216 or http://careers.umbc.edu to schedule an appointment. Career Service Staff will also be available for walk-in resume assistance Monday through Friday from 2:00-4:00pm (no appointment necessary).

Personal Statement

The Resident Assistant application requires applicants to write a letter to possible future residents (personal statement). This letter must be at least 500 words in length. If your letter is not at least 500 words long, your application for employment may be rejected. Please review your statement for errors or mistakes. The Writing Center is not open during the summer.

Additional Information about the RA Selection Process

More information about the RA position and the summer selection process will be available on the Residential Life website www.umbc.edu/reslife. This information includes a brief slideshow highlighting the responsibilities and benefits of the position.

Interview Tips

Part of our selection process is an individual interview with 2-3 of our current staff members. Here are some tips you may want to consider as you prepare for your individual interview.

1. Prepare for your interview – talk to current staff, think about the questions you may like to ask, and think about the kinds of questions you might be asked as well as personal experiences you might be able to reference in your responses.

2. Be on time – Arrive 5-10 minutes prior to the scheduled interview time. This will allow you to relax and gather your thoughts before beginning the interview.

3. Dress professionally- Wear clothes that are appropriate in a professional setting. Cardigan sweaters, khaki pants, and polo shirts are a few options. Consider clothing that is well-fitting and sophisticated. Remember to dress for success.

4. Remember, this is both an opportunity for us to see if you’re a good fit for Residential Life as well as for you to see if Residential Life, and the specific position, is a good fit for you. Be prepared with questions.

What do we consider in the Paraprofessional Selection Process?

Every part of the Paraprofessional Selection Process is important and is considered when making final selection decisions. Your past behavior within the residential or campus community is also considered. Factors we evaluate include, but are not limited to:
Your application, which is reviewed for completeness, accuracy, and timeliness. Your essays are reviewed for depth of thought, coherence of argument, and freedom from gross errors. References are reviewed and reviewers’ comments considered.

The individual interview for paraprofessionals, which is designed to judge your understanding of important concepts related to the position, your ability to put those concepts into words, and to provide examples. Questions for each position are different, but all candidates should think about the following topics:

- How strong communities are built
- The impact of positive and negative student behavior on a community
- How you help other students resolve problems or concerns
- How you work on a team of 8 to 18 people
- How you will handle this new commitment, should you be hired
- How you will function in an environment that is multicultural and celebrative of difference
- How you resolve ethical dilemmas and what the importance of role modeling is
- The role of “customer service” in the position you have applied for

Ways in which Residential Life or UMBC staff have seen you resolve interpersonal conflicts, positively or negatively contribute to your community, or act in groups (be they student organizations, on your floor, at programs or events, and so on).

Alternate Process

Every year a number of applicants are chosen as alternates. Being chosen as an alternate means that you are qualified for the position, but we did not have enough vacant positions to offer you a job at this time. Frequently, alternates are offered positions over the summer and academic year as some people who have been hired decide they are not able to take the job. Often, all alternates are offered positions throughout the course of the academic year. If you are not offered a position during the year, alternates are guaranteed employment for the 2014-2015 academic year. This means you do not need to reapply for the same job the next year.

As an alternate, if a position is offered to you and you choose to decline it, you will be removed from the alternate pool and must reapply if you want a position for the next academic year.

Once you receive the letter stating you are an alternate, you must let the office of Residential Life know, in writing, that you are accepting that position. If you accept the alternate position, you will need to take the Psych 215 class in the fall semester and attend all training sessions.

Spring & Fall Training

It is mandatory for all applicants who are hired and who accept the position to attend training sessions throughout the year. If you are hired, the paraprofessional fall training session will start on in mid-August. It will not end until the residence halls open for the fall session. If hired, you are required to be present for the full duration of training. No exceptions! You cannot be a paraprofessional for the 2013-2014 academic year if you do not attend. Training can be intense as it usually begins around 9am and ends in the evening but is also a ton of fun! You will receive more information about training if you are hired.

If you have concerns regarding mandatory training sessions please contact ReslifeSelection@umbc.edu.
Psych 215 (Paraprofessional Class)

All resident assistants who are hired or chosen as alternates need to register for Psych 215. This is a mandatory class for all paraprofessionals to take during the fall semester. You must pass the class with a C or better in order to continue your employment with Residential Life. More information about when the class will be offered and how to sign up for the class will be included in the letter you receive if you are hired or chosen as an alternate.

Paraprofessional Selection and Housing Selection

If have not already signed a 2013-2014 Residential Life housing license, you will be required to sign one and submit a $200 housing deposit if offered the position. RA’s selected through the summer process are not able to select their roommates.

For questions about how applying for a paraprofessional position will impact your Housing Selection process contact Operations at 410-455-8832.

Other Residential Life Involvement Opportunities

If you are not hired as an RA, there are other opportunities for you to get involved with Residential Life which will help to prepare you more for the next time you apply. These opportunities include:

CAB – Each community has a CAB (Community Action Board), which is a residential student organization that plans activities and works on improvements for the community. Contact your community director if you are interested in getting involved with your community’s CAB.

RSA – RSA stands for Resident Student Association. This group governs all of the CABs and helps to create activities and policies for residential students. There are opportunities to get involved on local, regional, and national levels through this organization. If you want more information on how to get involved in RSA, contact Cindy Paige-Desi at cpaige@umbc.edu.

Desk Staff – Every residential community, except Walker Avenue Apartments, has a desk that is staffed by students. In the residence halls, these desks are open 24 hours a day. Desk staff positions are paid hourly and desk staff must also attend mandatory training. If you are interested in applying for a desk staff position, applications are available on the Residential Life website at www.umbc.edu/reslife.
RESIDENT ASSISTANT POSITION DESCRIPTION
2013-2014 Academic Year
Revised November 2011

The Resident Assistant is a part-time paraprofessional staff member in Residential Life at UMBC and reports directly to the Community Director and ultimately to the Director of Residential Education. This position is considered to be a major student leadership position in the residential life system. The major functions of the position are described below.

I. COMMUNITY BUILDING FUNCTIONS

A. Participate in and encourage those programs which facilitate community development.

1. Participate fully in Welcome Week activities, implementation of “Constructing Involved Communities” and a community curriculum.
2. Maintain frequent and consistent hours on individual floors or in apartment buildings.
3. Ensure to the best of your ability, that residents understand their rights and responsibilities within the community and the steps that can be taken to handle concerns that arise within the community.
4. Assist with residential-wide activities, such as Block Party, Homecoming, and Dogapalooza.
5. Develop and maintain an ongoing relationship with floor/building and hall/community residents.
6. Assist with the organization of the community action board including finding a floor/apartment representative, as well as assisting the CD with other leadership initiatives.
7. Attend organized floor/building meetings and hall/community functions as appropriate and in cooperation with hall/apartment officers and floor representative.
8. Assist students in developing hall/community programs which contribute to areas of their development according to Departmental and supervisory expectations.
9. Design and regularly update the bulletin board(s) on his or her floor/building(s).
10. Approach students of all racial/ethnic, religious, physical ability level, gender, age, and sexual orientation differences with an attitude of respect, fairness, and equity.
11. Implement Apartment, Roommate, and Community Agreements.

B. Encourage and maintain a community atmosphere where the rights and responsibilities of residents are held in high regard.

1. Help students develop an atmosphere conducive to study, rest, and harmonious group living.
2. Encourage and assist floor/apartment residents in adhering to University and Residential Life rules and regulations. The RA is responsible, along with residents, for upholding University and Residential Life rules and regulations.
3. Interpret, explain, and help resolve conflicts related to resident student rights.
4. Understand and use channels for adjudication of floor/apartment, Residential Life, and University rule violations (e.g., Student Conduct Review system, CD conferences, etc.).
5. Encourage and assist with the enforcement in the building/community of optional restrictions or living options as designated in the residence hall/community contract or a roommate contract, such as limited visitation hours, quiet hours, and special interest housing options.

II. ADMINISTRATION
A. The Resident Assistant is responsible for assisting with hall/community operations.

1. Submit all reports, surveys, and other assignments as requested.
2. Assist with the opening and closing of the community.
3. Assist the Community Director in submitting repair and maintenance reports and complete check-in/check-out within the residence halls/apartment complex.
4. Perform Health and Safety Inspections, as well as emergency, semester break, or other inspections.
5. Assist the Community Director in administering the room swap and housing selection processes.
6. Be available to assist each new resident of the floor/apartment in getting acquainted with the University and other hall/community residents.
7. Assist in the checkout of residents at the end of their contract or as they depart.
8. Maintain regularly scheduled duty coverage and assist as instructed during emergency situations per Departmental and supervisory expectations/direction.
9. Maintain accurate and current information about which students reside on the floor/building where the Resident Assistant is assigned, and report immediately changes, withdrawals, etc., to the appropriate Residential Life staff.
10. Work with any other staff member who may desire cooperation in solving residence hall/apartment community problems.
11. Assist in the identification of non-residents who make unauthorized use of hall/complex facilities.
12. Properly use the hall/complex keys at all times. These keys are not to be used by any unauthorized personnel. Loss or misuse of these keys may result in termination of employment.
13. Fulfill other administrative requests as assigned by Community Directors or other Residential Life professional staff members.
14. Hall Resident Assistants: Provide appropriate access to storage facilities for hall residents.

B. Act as a liaison in explaining University policies to residents.

1. Meet regularly or as assigned with floor/apartment building residents to explain and promote an understanding of University and Residential Life policies and programs.
2. Assist the Community Director in working with maintenance, housekeeping, and Food Services personnel while involving them in all functions where appropriate.
3. Assist in communicating student concerns to the Community Director and through the Community Director to other personnel.
4. Bring to the attention of Residential Life administration any policy or procedure which may be adversely affecting students or staff members, and work with Residential Life constructively toward change.

C. Participate fully in Residential Life committees.

1. Attend regularly scheduled committee meetings.
2. Complete assignments as designated by the Chair between meeting times.

III. PEER HELPING

A. Provide information and referrals for any intervention for any resident who may request or demonstrate a need for assistance.

B. Be a resource person and referral agent for various University services, such as University Counseling Services, Health Services, Residential Life, Financial Aid Office, Career Development Center, Learning Resources Center, and the University Police.
C. Facilitate contacts between students, staff, and faculty members in the residence halls/apartment complexes.
D. Help students identify their academic and co-curricular interests.
E. Assess with students their skills in communication and interpersonal relationships and help them establish objectives in these areas.
F. Assist the students in evaluation of personal and social interests and needs.
G. Be available to residents on a regular basis for ongoing assistance.

IV. PROGRAMMING & EDUCATION

A. Develop and implement floor/building and hall/complex programming plans with the Community Director per Departmental and supervisory expectations.
B. Work with other staff members who may desire assistance in working on programs.
C. Have residents complete needs assessments/interest surveys and then utilize results in program planning.
D. Work with Faculty Mentors to create opportunities for students to interact with faculty.

V. STAFF DEVELOPMENT AND TRAINING

A. Assist in the selection of staff members.
   1. Participate in the preliminary screening of applicants for student, graduate, and full-time positions through various selection/screening committees, as requested.
   2. Make recommendations for selection of staff members, as requested.
B. Participate in the total staff evaluation and training programs.
   1. Attend the staff training in August and January, all staff development training programs, and Welcome Week programs held by the Community Director or Residential Life office throughout the year.
   2. Participate in formal evaluation of job performance at least once each semester through the staff evaluation process and in informal evaluation on a periodic basis.
   3. Make suggestions to the Community Director regarding possible staff development training programs to assist staff in developing more effective job skills.
   4. Attend Returning/New Staff meeting if contract is renewed for an additional year.
   5. Work closely with other staff members to avoid and resolve conflict that may arise.
   6. Participate in End-of-the-Year Banquets.

TERMS OF EMPLOYMENT

I. AGREEMENT REQUIREMENTS

A. This agreement commences on the date published by Residential Life as the first day of Fall preservice training (usually a date in August) and concludes on the date published by Residential Life as the staff release date.
B. This agreement includes such dates and responsibilities as listed below:
   1. For Resident Assistants assigned to “Academic Year” communities, this agreement does not include Thanksgiving, Winter, and Spring Breaks. The Resident Assistant may not remain in his or her community during excluded periods, unless approved by the Director of Residential Education or his or her designee.
   2. For Resident Assistants assigned to “Nine-Month” communities, this agreement includes all such holidays and breaks that fall within the duration of the agreement. “Nine Month” staff...
must provide duty coverage throughout the duration of their agreement, including breaks. Such schedules will be developed in advance of break periods.

3. For Resident Assistants assigned to “Twelve-month” communities, this agreement includes the period between the first day of Fall pre-service training through the last day of Summer II closing, including all such holidays and breaks that fall within that period. Staff must provide duty coverage throughout the duration of their agreement, including breaks. Such schedules will be developed in advance of break periods.

C. If the semester is extended due to inclement weather or any other reason, the Resident Assistant will fulfill his/her responsibilities until the official close of the semester.

II. REMUNERATION

A. “Academic Year” Resident Assistant remuneration during the agreement is a single room and 10 meal board plan (which can not be reduced). Room and 10 meal board plan is provided only when the University is officially in session (Fall and Spring Semesters).

B. “Nine-Month” Resident Assistant remuneration during the agreement is room and 10 meal board plan (which can not be reduced), including his or her share of the monthly utility bill, if applicable. Room provisions cover Fall, Winter, and Spring semesters. Board provisions cover Fall and Spring semesters.

C. “Twelve-month” Resident Assistant remuneration during the agreement is room and 10 meal board plan (which can not be reduced), including his or her share of the monthly utility bill, if applicable. Room provisions cover Fall, Winter, Spring and Summer academic sessions. Board provisions cover Fall and Spring semesters.

D. Resident Assistants on duty during Winter Session will get meal provisions. When the RA is on duty during breaks and meals are not provided by the university, he/she will receive $14.00/day or $7.00/half day meal stipend.

E. Meals are provided for Resident Assistants during the Fall and Spring staff training and during the closing period.

F. The Resident Assistant must reside in the residence hall/apartment complex to which he/she is assigned as a condition of employment.

G. A $275.00 stipend will be awarded at the end of the Fall and Spring semesters for first year staff. A staff member’s stipend will be increased to $350.00 per semester once he/she has completed two semesters of employment.

III. ACADEMIC COURSE WORK

A. Undergraduate Resident Assistants are limited to an academic load of not less than 9 nor more than 19 credit hours per semester at UMBC (Fall and Spring Semesters) while a staff member. Graduate Resident Assistants are limited to an academic load of not less than 6 nor more than 12 credit hours per semester at UMBC while a staff member. RAs cannot be enrolled at other campuses, including UMB.

B. The Resident Assistant must have a minimum 2.50 cumulative GPA to apply for the position. To start the position, he/she must have a 2.25 semester and 2.50 cumulative average. To continue in the position, the RA must maintain a 2.25 semester and 2.50 cumulative GPA. If the cumulative average falls below 2.50, termination will be automatic. If the semester average falls below 2.25, the RA will be placed on Residential Life academic probation. A second semester GPA below 2.25 will usually result in termination. Should the semester average fall significantly below 2.25, the RA may be removed from the position immediately.

C. All RAs must take Psychology 215 and receive a grade of C or better.
IV. OTHER EMPLOYMENT & ACTIVITIES

A. As a Resident Assistant and student, each RA must put personal limits on his or her time that facilitate acceptable performance.
   1. Resident Assistants will complete the Request for Outside Employment and Other Activities forms at the beginning of each semester of employment.
   2. Resident Assistants should have no more than 45 hours of commitments, per week, including academics, other employment and extracurricular activities.
   3. Supervising Community Directors can choose to not approve a Request for Outside Employment based on prior performance issues or concerns about commitments.

B. The Resident Assistant’s primary employment responsibility is to the RA position. All other non-class activities must be requested in writing and approved in advance by the Community Director and Assistant Director for Residential Education. This includes, but is not limited to, involvement in intercollegiate or club athletics, student teaching, co-op, and office in student organizations. Secondary employment of any kind, on or off campus, is strictly limited and must be approved per the above process.

C. During their first semester of employment, new Resident Assistants may not pledge a fraternity or sorority.

V. ONGOING STAFF DEVELOPMENT

A. All staff must attend, and fully and successfully complete, training prior to the start of each semester opening or as assigned by their supervisor.
B. Each Resident Assistant is expected to attend a weekly hall/complex staff meeting.
C. Each Resident Assistant is expected to attend any special/emergency meetings which may be called by Residential Life or by the Community Director.
D. Each Resident Assistant must attend periodic staff development sessions held during the academic year.
E. Each Resident Assistant is expected to attend at least one formal evaluation session per semester with his/her Community Director. In addition, the Resident Assistant should meet with his/her Community Director on a minimum of a biweekly basis for the purpose of joint and ongoing feedback.

VI. AVAILABILITY & TIME OFF

A. The Resident Assistant will be available to students on his/her floor/building each day/night. A reasonable effort must be made to stay informed, to post materials and announcements, and to be available to students for concerns, discussions and meetings. Resident Assistants shall establish “availability” hours daily and post them in a visible area.
B. ON DUTY: Each Resident Assistant is required to be present in his or her residence hall/apartment complex when he or she is assigned duty and to handle any problems which may occur as part of the responsibility.
C. OTHER TIMES: The Resident Assistant, if available, will assist with the unplanned needs of the community.
D. FIRST AND LAST WEEKS OF SEMESTER: The Resident Assistant will be available in the residence halls/apartment community prior to opening and closing to assist the Community Director. The Resident Assistant will be expected to devote additional time in his/her floor/building during the first 6 weeks of each semester. In addition, the RA will be available during the first and last week of the semester to assist students with the check-in and check-out process.
E. All paraprofessionals are classified as “Essential Staff” and as such, your presence is required regardless of the existence of an emergency condition – such as a power outage or weather-related
emergency – and whose absence from duty could endanger the safety and well-being of the residential community.

VII. RULES, REGULATIONS AND UNIVERSITY POLICY

The Resident Assistant is expected to abide by all laws, local, state, and federal, and to abide by the rules and regulations of UMBC and Residential Life.

VIII. BUILDING AND APARTMENT ASSIGNMENT

The Resident Assistant’s room/apartment and hall/community assignment will be determined by Residential Life. Assignments may be changed depending on Residential Life needs.

IX. CONSEQUENCES FOR JOB PERFORMANCE CONCERNS

A. Letter of Reprimand or Employment Probation
   The Resident Assistant may receive a letter of reprimand from the Community Director or be placed on employment probation by the Community Director and the Assistant Director of Residential Education for unsatisfactory performance. If a Resident Assistant is on probation and concerns with his/her job performance continue, the Resident Assistant’s employment will be terminated.

B. Termination Prior to Beginning Employment
   Prior to the time employment begins, if, in the opinion of Residential Life staff, the RA fails to maintain the minimum academic requirements or fails to adhere to a standard of behavior consistent with the RA position; the staff offer may be withdrawn.

C. Reasons for Termination During the Academic Year
   Termination from the RA position can result from breach of the RA agreement, breach of University or Residential Life rules and regulations, and/or from unsatisfactory performance. For example, an RA may perform extremely well and violate the terms of the RA agreement regarding grades or building/complex regulations; or the RA may abide by the agreement but not have the skills and/or motivation necessary to succeed in the position. Termination for violation of the RA agreement or for a serious performance problem may be automatic. Termination for unsatisfactory performance will generally only be considered after the staff member’s direct supervisor has made efforts to point out those areas which need improvement and help the RA improve his/her skills and performance through personal support, guidance and regular evaluation.

D. Termination at the End of the Academic Year
   The RA position is for one academic year. Staff must, therefore, go through a reapplication process to be considered for rehiring. All hiring decisions are contingent upon the approval of the RA’s direct supervisor, the Assistant Director for Residential Education, and the Director of Residential Life.

E. Procedures for Termination
   In all cases, the decision to terminate will rest with the Director for Residential Life. The specific reason(s) for termination will be provided in writing to the Resident Assistant. The RA will also be given an opportunity to be heard regarding any concerns or questions he/she has regarding the termination decision. An appeal following dismissal may be submitted to the Associate Director of Residential Life within two (2) working days of receipt of written notice of termination. In all cases, where termination is being considered during the year, consultation among the RA, the Community Director, and the Assistant Director for Residential Education
takes place prior to termination. Termination at the end of the agreement period will not require such a process since the RA agreement expires at the end of that period (see above).

F. Separation from University
   A Resident Assistant is immediately terminated from his/her position upon withdrawal, suspension or expulsion from the University.

G. Failure to Perform Adequately in Psychology 215
   All new RAs must take PSYC 215 in the Fall semester, and obtain a C or better in PSYC 215. Failure to do so will result in loss of the position.