

**UNIVERSITY OF WISCONSIN-WHITEWATER
OFFICE OF RESIDENCE LIFE
RESIDENT ASSISTANT POSITION
2012-2013**

GENERAL POSITION DESCRIPTION

Resident Assistants are students employed by the Office of Residence Life whose role is to support the mission of the Office of Residence Life in the process of facilitating a positive learning community in the residence halls. This contract lasts from August 15th 2012 thru up to 72 hours after the residence halls close in May 2013. The exact time frame of closing will be announced by your supervisor prior to building closings. Some residence halls have been deemed as housing facilities that will be online during breaks, thus please note that you may be asked to work during times the University is not in session. The four general areas of focus for the Resident Assistant position are academic support, community development, interaction and referral. Specific job responsibilities essential to the RA position include: Communication (i.e. one-on-one, group, verbal, written and electronic), safety/security response (i.e. emergency identification and response, contacting emergency personnel) and duty availability/rounds. Reasonable accommodations, if needed, will be provided.

The Resident Assistant (RA) position is considered to be a 20-hour-per-week student position, and is comprised of both “active” time and “available” time. Meetings, duty nights, administrative work, and providing help to residents are all examples of “active” time, and constitute only part of the time expectations of the RA position. The remainder of the time is considered to be more informal “available” time. It includes time spent living in the hall studying or doing personal business while still being available to respond to the needs of residents. A unique aspect of the Resident Assistant position is that a large portion of both “active” and “available” work time is carried out during the evening hours. Please refer to the RA Job Manual online for more information about position and job expectations.

PRIMARY ROLES

(For each role, specific job duties may vary from complex to complex and other duties may be assigned.)

- Demonstrate positive leadership in the residence halls and the UW-Whitewater campus community.
- Assess and respond to the needs of residents.
- Promote the growth and development of residents and facilitate their academic success and connection to the residence hall and campus community.
- Develop and maintain a hall environment that is conducive to student learning.
- Ensure adherence to community standards and programming requirements which will maximize residents’ academic and personal success.
- Adhere to InteRAct, MAPWorks, Maxient and other technological requests as the department requests.
- Work collaboratively with staff and leaders in the complex, and other staff members in the Office of Residence Life.
- Attend to administrative responsibilities.
- Assume responsibility for personal learning and development in the Resident Assistant role.

UNIVERSITY OF WISCONSIN - WHITEWATER
RESIDENCE LIFE
RESIDENT ASSISTANT EMPLOYMENT AGREEMENT
2012-2013

In fulfilling the responsibilities outlined in the Resident Assistant job description, the Resident Assistant will receive the following remuneration.

- A. Single Room (if available).
 - B. \$1210* toward board (food) plan selected (*subject to approval).
- Board plans must be chosen or changed by the last weekday before hall opening each semester.

The food remission for every RA is \$1210*. If an RA chooses a plan that costs more than that amount, he/she will be responsible for the difference. If an RA chooses a plan that costs less than \$1210*, he/she will not be reimbursed for the difference. The food remission will be pro-rated for an RA who is not employed for the entire semester. University Dining calculates the amount per week based on the number of weeks per semester (the remission is calculated by taking the total amount of the meal plan chosen and dividing it by the number of weeks in the semester as determined by the HawkCard Office). Any RA who does not complete his/her duties for the entire semester MUST immediately inform the HawkCard Office if he/she wishes to cancel the meal plan. He/she will also be responsible for paying the balance used over the established pro-rated weekly amount. Please check with the HawkCard Office before changing meal plans, certain conditions apply.

PLEASE BE AWARE THAT SOME MEALS MAY NOT BE PROVIDED AT THE END OF EACH SEMESTER ONCE THE DINING HALLS CLOSE.

- C. A stipend each semester to be paid in installments (usually 8 installments per semester)
The pay scale is as follows:
 - * 1st year RAs receive \$400/semester.
 - * 2nd year RAs receive \$450/semester.
 - * 3rd year RAs receive \$500/semester.
 - * LEAD RA receives \$1500/ semester- see rider for additional responsibilities.This pay scale reflects UWW RA experience. RAs are not given "credit" for experience at other institutions.
- D. Additional compensation includes meals for the Resident Assistant during participation in fall and winter training periods.
- E. Residence Halls are open through Thanksgiving and Spring Break for all Residence Halls. RAs in Wells, Starin & Off Campus Apartments be aware those buildings do not close thru the entire year and additional duty may be required through the winter break period.

In signing this agreement, the Resident Assistant (RA) accepts all conditions outlined in and stated in the Resident Assistant job manual (available on-line) as part of employment responsibilities. RAs are expected to read the manual during RA training or within one week of employment if hired during the semester. The RA also understands that each RA is expected to have a complete working knowledge of the residence hall policies and the Housing Contract. This RA position contract is conditional, subject to performance, grade and conduct reviews. This contract is contingent upon Residence Hall occupancy levels. RAs can also be reassigned depending on departmental needs. This contract is for one academic year only (or the remainder of the current academic year).

Resident Assistant Signature

Print Name

Date

ID Number

Assistant Director- Staff & Academic Development

Date