



## Campus Living Position Description & Agreement

### Resident Advisor

2024–2025 Academic Year

#### POSITION SUMMARY

The Resident Advisor (RA) role is a live-in student leadership position, averaging 19 hours per week, within the Office of Campus Living (CL) at Lewis & Clark College (LC). Working under the direct supervision of a Campus Living full-time staff member or Graduate Assistant, RAs facilitate the development of healthy residential communities.

RAs are responsible for providing leadership in their assigned residential communities and across campus by: adhering to, and educating peers about, the policies of Campus Living and Lewis & Clark College; supporting the safety of residents and residential facilities; connecting residents to campus resources; working collaboratively with team members; completing administrative tasks; and providing quality customer service to residents and visitors.

Through intentional interactions with residents, facilitating programs and events, and supporting Campus Living's Operational events, RAs reinforce Campus Livings four [foundations](#):

- Purpose
- Relationships
- Social Justice, Diversity, Equity, and Inclusion, and
- Wellness

#### ELIGIBILITY REQUIREMENTS

##### Academic

- RAs must complete at least 12 semester credits each semester that they are in the RA role unless otherwise advised by an Academic Advisor
- RAs must have and maintain a cumulative and semester GPA of at least 2.5

##### Physical

- The physical need to navigate the entirety of the assigned residential community is crucial for this job (with or without accommodation), as it involves responding to emergency situations, addressing campus-wide issues, and providing support to different areas, all of which require quick and unrestricted movement across the campus grounds.

##### Schedule

- RAs must be available for all dates and times listed at the end of this document.
- RAs must wait to plan travel during breaks, including winter break, until on-call coverage has been confirmed

## **DUTIES AND RESPONSIBILITIES**

### **COMMUNITY DEVELOPMENT**

The RA is expected to facilitate the development of healthy, inclusive, and welcoming communities by

- making an effort to get to know each resident in the assigned community through intentional interactions
- developing and facilitating opportunities for residents to deepen relationships with one another, both formally and informally, and through programs and events
- connecting residents to relevant and meaningful on-campus experiences and resources
- promoting inclusivity by modeling respect for diverse perspectives, identities, and lived experiences
- supporting residents through roommate and community conflicts
- meeting all Community Development expectations as outlined by their supervisor and the Community Development Model.
- maintaining a presence in their assigned community by being visible in the community while completing RA responsibilities and sleeping in their own room a majority of nights in a week
- engaging in diversity, equity, and inclusion (DEI) training, learning, and reflection through individual, team, and departmental activities and meetings
- working collaboratively with other Campus Living staff to support large scale community development efforts.

### **ACADEMIC SUCCESS**

RAs are expected to be academic role models and support the academic success of residents living within the residential communities by

- referring residents to LC student services such as advising, tutoring, faculty office hours, and the Office of Student Accessibility as needed
- role modeling behavior that contributes to academic success such as regularly attending class, completing homework assignments, and using academic resources when needed
- engaging residents in meaningful conversations about academic and career goals

## COMMUNITY HEALTH & SAFETY

RAs are expected to support the health and safety of residential communities by

- personally adhering to all Campus Living policies and state, local, and federal laws
- consistently and respectfully enforcing policies by interrupting policy violations and other concerning behavior
- educating residents on Campus Living policies proactively and while interrupting concerning behavior
- documenting all alleged policy violations and concerning behavior through the appropriate channel in a timely manner
- serving in an your area's on-call rotation including, when needed, during academic breaks and holidays and covering other residential areas as needed
- engaging residents in meaningful conversations about their behavior and the impact of their behavior on the community
- informing their supervisor if they are the subject of, or named in, any arrest, criminal charge or protection order after immediate issuance.
- following instructions given by direct and indirect supervisors, which may include any Campus Living professional staff and Campus Safety, during emergency situations.
- keeping Campus Living issued keys secured at all times by ensuring issued keys remain in the appropriate residential area at all times; refraining from using issued keys or electronic card access to gain access to areas for any purpose other than legitimate RA business; transferring possession of issues keys or electronic card access without explicit authorization from a supervisor; and notifying a supervisor or the AD On-Call immediately if issued keys or electronic card access are lost, stolen or compromised in any manner.
- demonstrating awareness of identity, bias, power, and privilege dynamics through actions and statements when responding to situations in the capacity of the RA role
- submitting work orders in a timely manner when facilities issues are found or reported

## TEAMWORK

RAs are responsible for contributing to a positive working environment by

- cooperating with and supporting team members on CL projects and initiatives
- managing conflict in and across area teams in a healthy and constructive way
- respecting differences in perspectives and approaches
- establishing and maintaining positive working relationships with custodial, dining, administrative, facilities, maintenance and other CL and LC personnel
- positively representing CL with other students, staff, and guests

## ADMINISTRATIVE & OPERATIONAL ASSISTANCE

RAs are responsible for operational and administrative duties such as

- participating in required meetings, training and workshops and taking responsibility for making up information missed due to absences
- assisting with central Campus Living initiatives such as student leader selection and placement and student leader training
- managing all confidential information with great care and respect for resident privacy, abiding by the Family Educational Rights and Privacy Act (FERPA), and alerting their supervisor immediately of any disclosure of confidential information
- deferring all requests from the press, including the student newspaper, to a supervisor
- completing assigned key audits, room condition reports, health and safety inspections, fire drills, and move in and move out responsibilities
- reading and responding to all RA related communications from residents, Campus Living staff, and campus partners within 48 business hours or as otherwise instructed

## ADDITIONAL STANDARDS

- RAs will be held responsible for violations of the Campus Living housing agreement, community standards, and student conduct code. Cases will be adjudicated by the appropriate conduct process and applicable sanctions assigned independent of any applicable performance action, including dismissal.
- RAs are expected to refrain from entering into non-platonic relationships with the REM or residents within their assigned residential area
- RAs will be financially responsible for any unauthorized alterations, damages or cleaning costs related to their room upon move out
- RAs who leave their position before their position end-date must officially check out of their room within 72 hours of the conclusion of their position.
  - If continued campus housing is desired after ending the position, a Campus Living staff member will work collaboratively with the RA to secure appropriate on campus housing, subject to availability. All RAs are financially responsible for all housing and meal plan costs incurred after the position has concluded.
- Students cannot hold more than one compensated position in Campus Living at a time.
- This agreement is applicable for the position dates listed in this document.
- The conditions of this agreement are subject to change by the Office of Campus Living.

## COMPENSATION

RAs are compensated through credits for housing and dining charges each semester they serve as an RA. RAs who have applied and are approved to remain on campus for Winter Break will be responsible for Winter Break housing fees unless participating on the Winter Break on-call rotation or assisting with Campus Living administrative tasks.

RA compensation is applied to the RAs student account as 1) a housing credit equal to the housing rate associated with the RA's assigned room type (i.e., a single residence hall room or single apartment room), and 2) a dining credit equal to the 14 flex meal plan. RAs are eligible for meal plan changes, and like all on-campus residents, are required to have a meal plan. RAs are provided meals during August and January Training. RAs are provided a single residence hall room, or a single room within an apartment.

RAs receive additional compensation (via stipend) when providing on-call coverage during breaks. Returning RAs receive an additional stipend of \$200 per semester for their continued service and leadership.

Compensation for all positions is applied on a semesterly basis. Dispersals will occur the Wednesday following each break period and the Wednesday after May closing for any closing related work.

## TAX IMPLICATIONS

The housing and dining compensation for an RA position is not considered taxable income as it meets the Meals and Lodging conditions of *IRS Publication 525: Taxable and Nontaxable Income* to exclude it from reportable income. However, all stipend payments received are reportable income and will be reflected on a 1098-T and/or W-2 or 1099.

## FINANCIAL AID REPORTING

Campus Living reports the value of compensation received for Campus Living positions to the Office of Financial Aid. Financial aid is very individualized and varies from one student to the next. The potential impact of this reporting on financial aid packages should be discussed with the Office of Student Financial Aid. Contact [fao@lclark.edu](mailto:fao@lclark.edu) with questions.

## REQUIRED DATES OF AGREEMENT

### Returning Resident Advisors Agreement Period

Fall Semester: August 14, 2024 @ 12:00 PM - December 20th, 2024 @ 12:00 PM

Spring Semester: January 15, 2025 @ 7:00 PM - May 11, 2025 @ 12:00 PM

### New Resident Advisors Agreement Period

Fall Semester: August 15, 2024 @ 8:00 AM - December 20th, 2024 @ 12:00 PM

Spring Semester: January 15, 2025 @ 7:00 PM - May 11, 2025 @ 12:00 PM

### Area Staff Meetings

Tuesdays (when classes are in session) | 3:30-5:00 PM

### December 2024

12/20: Winter Break Departure @ 12:00 PM

RAs must complete the Winter Break housing application and receive approval to remain on campus for Winter Break. RAs are responsible for paying the Winter Break Housing fee unless participating in Winter Break on-call or assisting with Campus Living administrative tasks.

### January 2025

1/15: Spring semester return to campus by 7:00 PM

1/16-1/17: January Training

### May 2025

5/11: Resident advisor contract ends, Spring Departure @ 12:00 PM

Resident advisors are required to remain on campus through this date to assist with spring closing

### Paid On-Call Dates

Campus Living provides on-call support to residents 365 days per year. During breaks, Resident Advisors can sign up to remain on campus to assist with on-call shifts and will receive additional compensation. Please wait to schedule departures from campus until on-call has been scheduled for your team for each break.

## POSITION AGREEMENT

By signing below, I affirm that I agree to all of the material contained in this agreement. If at any point during the academic year, I am unable to meet the above expectations and responsibilities, I will communicate with my supervisor or other appropriate Campus Living professional staff and fulfill these agreement obligations until a point that is mutually agreed upon by myself and my supervisor.

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Name

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Student #

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Signature

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Date