



BOISE STATE UNIVERSITY

Resident Assistant (RA) Position Description and Expectations

2024-2025 Academic Year

[This is a draft position description and is subject to change]

Name:

Placement:

Anticipated Position Period: August 4, 2024 - May 16, 2025

Expectations of this Leadership Position

Under the supervision of a Resident Director (RD), Resident Assistants (RAs) serve as liaisons between the Department of Housing and Residence Life and residents. The following sections outline what Housing and Residence Life expects of RAs.

POSITION REQUIREMENTS

- RA appointments are made for one academic year, starting early August 2024 and continuing through Mid-May 2025; and given the importance of relationship-building and guiding residents through concepts of learning, it is critical that RAs commit to serve for the full academic year.
- All RAs must apply for University housing and have a completed Housing Agreement on file prior to the start of the position.
- RAs must be available via phone and Boise State University-issued email daily while employed as an RA. Email, voicemail, and staff mailbox must be checked daily by the RA. Each RA's Boise State student email address will be published and made available to residents, enabling them to contact the RA when necessary. Additionally, each RA's personal phone number must be provided to Housing and Residence Life staff for emergency purposes. Personal phone numbers will not be given out for purposes other than emergency situations.
- RAs are responsible for being actively involved and participating in staff development, all-staff meeting, trainings, and large-scale events as applicable, and as required. Advance notice will be given for required attendance events.
- RAs must be in "good standing" with Housing and Residence Life and the University (including student conduct, academic, and financial status). An RA shall comply with all University policies, including the Student Code of Conduct, and Housing and Residence Life Community Standards, as well as all state and federal laws.
- RAs must be available to be on call during Fall and Spring Break periods.
- RAs may be assigned to living and work placements in on or off-campus properties.

ACADEMIC REQUIREMENTS

- An RA must be a student at Boise State University working toward a degree. All undergraduates must be enrolled, attending classes, and taking a minimum of 12 credits per semester. Graduate students must be enrolled in a minimum of 6 credits per semester.
- RAs must have, and maintain, at the beginning and throughout their employment, the following academic expectations:
 - A cumulative grade point average of 2.5
 - A semester grade point average of 2.5
 - Passed at least 12 credits (or 6 graduate credits) the semester prior to, and each semester throughout employment (academic work during summer session does not count towards fall or spring semester GPA or credits earned, but may impact cumulative GPA).
- Failure to maintain these academic requirements will result in probation and/or termination of employment.
 - New RAs failing to meet all criteria (semester and cumulative GPA, passed credit hours) by the position start date will result in reversal of the employment offer
 - If an RA currently on staff or returning to staff does not meet one of these three good standing criteria, it will result in academic probation for one semester. If all three criteria are not met during and

- following the probationary semester, the RA's position will be terminated.
- If an RA currently on staff or returning to staff does not meet two or more of these criteria at the end of an academic semester, it will result in the RA being terminated, and that individual will not be eligible to apply for the position again until all three criteria are met.
- Weekly staff meetings are scheduled from 9:00 PM -10:30 PM on Wednesday nights. RAs are responsible for not scheduling classes during this time.

GENERAL RESPONSIBILITIES

Administrative Tasks:

- RA occupancy tasks include completing room condition and occupancy reports, maintaining student files, and updating electronic occupancy records.
- RAs assist in maintaining facilities standards by entering work orders into the facilities work order database, maintaining up to date programmatic and informational postings within the halls, and completing health and safety inspections.
- RAs keep the RDs informed of events within the residence halls by inputting accurate and timely records of incidents into the Advocate System, filing accurate community walks logs, and completing requests for on-call and desk schedule changes promptly.
 - All incident reporting by an RA must be done immediately (example: if a behavioral situation occurs, an on-call report must be filed by the RA as soon as the incident has concluded).
- RAs may also complete additional tasks and paperwork as directed by an RD.

Availability:

- RAs are required to have one-on-one meetings with their supervising RD in order to communicate specific information regarding their assigned area, residents and facilities.
- RAs are required to remain available every Wednesday from 9:00 PM - 10:30 PM for mandatory staff meetings and all staff training. This includes not scheduling classes or commitments over this time.
- All weekends away must be coordinated with the supervising RD, who will maintain a staffing schedule to ensure appropriate staffing and to coordinate staffing over break periods as needed.
- RAs provide on-call coverage over Fall and Spring Breaks. There is a separate process for Winter Break coverage, and compensation is provided for RAs selected to work during this time. Please note that Boise State University Housing & Residence Life has the ability to require RAs to staff residential communities during the Winter Break period if there are not enough RAs who volunteer to provide coverage.
- RAs are required to be present for opening and closing weekends during fall and spring semesters, as well as during the first two weekends and last two weekends of each semester. During high traffic weekends, such as where there are major athletic, University, or Housing events, RDs or other appropriate administrators may limit approval of weekend away requests.

Community Building:

- RAs are responsible for fulfilling all aspects of the community development model for their area as prescribed by Housing and Residence Life.
- Each RA shall be in their residence community and available to residents a significant portion of their time. In-community time will include primary responsibilities such as attendance at staff meetings, participating in community meetings, and dedicating time to perform administrative functions. It may also include secondary responsibilities such as availability for drop-in discussions with residents, referrals, or studying in a common area to connect with residents.

Desk Service:

- RAs are required to wear their Housing & Residence Life staff polo during desk shifts.
- During weekend on-call periods, RAs will cover twelve (12) desk hours per weekend as part of their on-call hours (Saturday and Sunday only) during hours that the Resident Director deems appropriate for their community.

On-Call Responsibility:

- Every RA serves in an emergency on-call rotation (7pm-8am on weekdays; 24 hours on weekends). These responsibilities include walking around/through the complex where those RAs are responsible. These community walks occur several times per evening and are designed to ensure visibility, safety, and compliance with University policies and Housing and Residence Life Community Standards.

- RAs on-call are permitted to leave their community to use their meal plan during weekend on-call shifts, but must ensure that the on-call phone and at least 1 on-call RA (who is not working the front desk) is in the community at all times. RAs must find coverage for other needs requiring them to leave the community (e.g. library, study groups, rec center, etc.).

Other Duties as Assigned:

- RAs may be asked to assist with a variety of other tasks and responsibilities that are not listed above.

Living Learning Communities:

- RAs who are assigned to work on Living Learning Community (LLC) floors may have modified duties in order to align with the needs and priorities of the LLC. These modifications may include altered or augmented programming requirements, joint programs with the LLC staff, additional orientations or training and additional meetings with LLC faculty, staff, coordinators or the Resident Director. Any modifications will be discussed with the RA assigned to the floor and may be modified throughout the year as the needs of the community dictate.

COVID-19 Modified Responsibilities:

- RA responsibilities may be modified based on the needs of residents or the department related to COVID-19 or other health and safety practices and protocols. Examples of modifications include, but are not limited to:
 - Assisting with the relocation of residents as needed
 - Disinfecting public areas of the community as a part of community walks, front desk shifts, etc.
 - Assisting with the meal delivery process for residents practicing self-isolation
 - Using virtual/electronic means to build community and engage residents

Chaffee Hall High School Equivalency Program RA Position

- An RA may be selected for Chaffee Hall to be assigned to the community that includes students in Boise State University's High School Equivalency Program, and may have additional meetings and responsibilities assigned by the Resident Director or Coordinators for the High School Equivalency program (typically between 2-3 hours, which are considered as part of the RA's remuneration hours).

GENERAL EXPECTATIONS

Student Employment Policies and Procedures:

- RAs are responsible for reading and understanding: (1) Boise State University policies, including but not limited to those required as a part of the new employee Compliance Certification; (2) the Student Code of Conduct; (3) Housing and Residence Life Community Standards; and (6) any additional assigned literature, and for seeking clarification when necessary.
- RAs are required to successfully complete a background investigation prior to starting the position. All offers are contingent upon a successfully completed background investigation.
 - RAs are subject to all University policies, Housing and Residence Life Community Standards, the Student Code of Conduct, and local, state and federal laws. Housing and Residence Life may check with any and all relevant departments, offices, and agencies at any time to ensure compliance with all applicable laws and policies.
 - Results of the background check will be reviewed, and may prompt a review of the candidate's appropriateness for the position, or cause the revocation of the RA position offer.

Conduct:

- RAs are responsible for understanding and abiding by the policies and procedures in the Student Code of Conduct, Housing and Residence Life Community Standards, and the specific procedures for the RA's assigned community.
- RAs will not condone or promote policy violations or violations of the law, and the RA must report any violations thereof to an RD or appropriate campus authority.

Confidentiality/Communication:

- RAs come in contact with sensitive and confidential information in their position. This information may be protected by state and federal laws, including the Family Educational Rights and Privacy Act (FERPA). Information covered by FERPA and other laws may not be released unless specific conditions are first met.

- It is essential that RAs communicate all concerns only to a supervisor, and not to other staff or students.
- An RA should not discuss personal or confidential student issues, concerns, or events with other students or staff unless specifically directed to do so by their supervisor.
- It is important to maintain confidentiality in relation to all conduct or student issues that the RA may encounter during their employment, including those which may involve them directly. Communications or inquiries concerning personal or confidential information involving a student or a sensitive incident should always be referred to the RA's supervisor.
- Any media inquiries should be forwarded to professional staff within the department or the main housing office.
- All RAs are Mandatory Reporters and must follow university policy for mandatory reporting.

Role-modeling, Ethics and Credibility:

- RAs are expected to be positive role models and ethical decision-makers at all times, both on and off campus. An RA's behavior at all times should reflect positively on Boise State University and Housing & Residence Life.
 - It is essential that RAs do not engage in speech or behavior that compromises their credibility, nor the credibility of their peers, team, department, or the University. Further, RAs should be aware of and take steps to avoid any negative effect of their online/social media presence and non-work related activities on and off campus that may have a detrimental effect on their credibility or that of their peers, team, department, or the University.
 - It is essential that RAs respect residents, peers, supervisors, and the position and treat each with care.
 - To avoid concerns related to conflict of interest and/or sexual harassment, RAs currently in, or considering starting any type of consensual amorous relationship with a resident or another staff member must immediately disclose this information to their supervisor at the earliest time during RA appointment prior to any conflicts of interest. Additionally, should the consensual amorous relationship be terminated, the staff member must immediately notify their supervisor. Professional staff and reporting staff will take appropriate steps to address the potential concerns and find solutions. Failure to disclose this information may result in employment action, including revocation of position offer or termination.
 - If it is deemed that an RA is using their position to take advantage of residents or negatively influence others, or if it is determined an RA has a conflict of interest, personnel action may be taken.
- In regard to alcohol and drug use, RAs must abide by all university policies (including but not limited to those set forth in the Student Code of Conduct and Housing and Residence Life Community Standards), and state and federal law. Failure to abide by these policies and guidelines, or engagement in actions that damage an RA's ability to serve as credible role model to their community, staff, and Housing and Residence Life, may lead to personnel action up to and including termination.
 - RAs under the age of 21 may not possess or consume alcohol, at either on- or off-campus locations.
 - RAs over the age of 21 are not permitted to consume alcohol in any Housing & Residence Life owned, leased, or operated facilities.
 - RAs over the age of 21 may not consume or be under the influence of alcohol while on call, working the front desk, or performing any related job responsibilities.
- RAs must immediately report any violations of alcohol guidelines to an RD or other professional Housing and Residence Life staff members.

Housing Agreement:

- RAs are required to live in the community and unit to which they are assigned. Housing and Residence Life assigns staff based on the needs of the community and the determined staffing patterns. Each RA is required to complete a Residence Hall Agreement. Upon early termination of the RA's position (whether through resignation or termination), the RA will be responsible for the completion of the Housing Agreement terms and any necessary financial obligations of the Agreement, as well as being relocated outside the community where they worked as an RA.

Photo Release Agreement:

- By accepting a RA position, and signing this agreement you hereby grant Boise State Housing and Residence Life permission to photograph and/or record for marketing and recruitment purposes including advertising and promotional purposes (including but not limited to print, digital, other medias, and Web

use) now or hereafter known, in perpetuity throughout the world, without restriction as to alteration and without compensation.

Key Responsibility:

- The RA is responsible for the cost of any lock/key changes if any keys issued to the RA by Housing and Residence Life are lost.
- RAs have access to resident, facility, and equipment keys, and should utilize proper procedure, discretion, and good judgment in when and how to use these keys as appropriate. RAs should not key into resident rooms without direction to do so from an RD. Failure to follow proper key procedure may be grounds for job action, up to and including termination.

Position Time Commitments

During the academic semesters, it is expected that RAs complete 19 hours of work per week as part of the remuneration package. It is understood that the responsibilities and time commitment of the RA position may vary week to week, due to the unique nature of the position, but result in an average of 19 hours of work/week throughout the course of the semester.

Additionally, RAs must be available for the following mandatory times otherwise job action and/or termination may occur:

- Fall Training & Move-In: August 4 - 18, 2024
- Weekly Staff Meetings: Wednesdays from 9:00 PM - 10:30 PM
- Admissions Day Events (Bronco Day, Discover Boise State, etc.)
- Fall Break (Desk and on-call shifts determined by supervisor)
- Winter Closing: December 21, 2024
- Winter Break (Desk and on-call shifts determined by supervisor)
- Spring Training: January 8 - 12, 2025
- Spring Break (Desk and on-call shifts determined by supervisor)
- Spring Closing: May 9 - 16, 2025

**Note: additional required dates and responsibilities may be added and assigned by Residence Life professional staff as needs arise. Dates are subject to change based on changes to the academic calendar and supervisor discretion.*

Outside Time Commitments & Community Availability

Outside Time Commitments

An RA must maintain good time management skills and ensure that they are prioritizing their RA responsibilities, job performance, and success of their residential community before choosing to undertake any time commitments outside of the position. Outside time commitments could include but are not limited to, courses, paid employment, volunteer opportunities, leadership positions, student organizations, internships, and practicum experiences. This requirement is in place because such additional commitments may interfere with an RA's ability to be a successful Housing and Residence Life staff member. If an RA's job performance is regularly being impacted by extra commitments outside of the position, job action and/or termination may occur.

Community Availability

Additionally, it is critical that RAs are available throughout the course of the work day (weekdays between 9 AM - 5 PM) to assist residents with concerns, help with navigating community emergencies, and remain available for departmental and campus partners. As such, RAs participating in courses, practicum, internship, organizations, athletics, employment, or other outside time commitments that result in an RA not being able to be present in the community for an average of 2 hours each work day (weekdays between 9 AM - 5 PM) will result in an RAs offer of employment being rescinded or termination from the role.

**Note: It is the responsibility of the RA to notify their direct supervisor of any potential outside time commitments that may fall into this category.*

REMUNERATION

- Remuneration accounts for 19 hours of work completed each week during an RA's employment
 - RAs receive the following as remuneration:
 - RAs are provided one single room space for the duration of the RA's employment, with the space to be assigned by Housing and Residence Life administration based upon community needs.
 - It is expected that an RA lives in their assigned space throughout the duration of employment.
 - RAs receive a partial meal plan which can be used when dining facilities are open to students (primarily during the academic semester). This meal plan is used in order to build relationships with residents who live in the RA's community.
 - When on-campus dining options are closed for the entire day, Housing and Residence Life staff will provide food and/or remuneration for food for RAs on call.
 - If an RA would like to change the meal plan selected by the Housing and Residence Life department, the RA is responsible for any costs incurred by the change in meal plan.

ADDITIONAL UNIVERSITY EMPLOYMENT

Housing and Residence Life abides by all university policy (policy #7470) surrounding student employment expectations and regulations. As such, during the fall and spring semesters, student employees may not work on-campus for more than 29 hours per week (this means that if a student has multiple jobs on campus, their total hours for all positions combined may not exceed 29 hours).

- As such, since RAs receive remuneration for 19 hours of work each week for their RA responsibilities, RAs are only permitted to work an additional 10 hours on-campus.
- When classes are not in session, a student may work up to 39 hours per week, with limits on how long they can do this for (as such RAs would be permitted to work up to 20 hours of additional on campus employment when school is not in session).
- International students may not work more than 20 hours per week in the fall and spring semesters.

FINANCIAL AID RECIPIENTS: The room and board benefits received as an employee in the Housing Department may impact your overall financial aid eligibility. If you are pursuing financial aid such as grants, loans, or scholarships, please contact the Financial Aid office at 208-426-1664 or financialaid@boisestate.edu for more information about possible adjustments to your awards.

TERMINATION OF EMPLOYMENT

- If an RA chooses to resign during the academic year, they shall email a letter of resignation to their supervisor, preferably at least two (2) weeks prior to resignation.
- This is an at-will position, and as such an RA may be terminated at any time for no reason at all, or for violation of Boise State University policies, including the Student Code of Conduct and Housing and Residence Life Community Standards, state or federal law, whether the offense took place on campus or off campus, regularly not meeting requirements of the position, and/or for failing to follow the direction of an RA's supervisor.
- Should an RA's employment be terminated prior to the expected end date of the position, the RA may be relocated at the RA's expense to another location outside of the residence area in which they lived and rent will be prorated.
- Upon termination of the RA's employment, all necessary paperwork must be completed.
 - RA's must meet with the RA's direct supervisor to determine an appropriate housing reassignment, if any, to schedule an appointment to return any provided RA supplies/materials, and check out of the RA's existing room assignment.
 - RAs are financially responsible for any unreturned items and, if applicable, an improper check out fee of \$150 may be applied. Such charges will be posted to the RA's student account.
 - RAs that resign or are terminated are subject to penalties associated with the departmental purchase of a meal plan. Meal plans are non-transferable, and as such, resignation or termination may result in

the RA being charged the remaining pro-rated amount of the meal plan following resignation or termination.

- If an RA resigns or is terminated and the RA no longer will live on campus, the RA may be subject to normal housing penalties associated with breaking a housing agreement.

Your signature below reflects and confirms your understanding of, and acceptance of, the duties, responsibilities and expectations of all RAs at Boise State University as set forth in this document.

- I understand the RA position for which I will be employed begins August 4, 2024 and automatically terminates May 16, 2025, or upon notice of termination whichever is earlier. I understand that my employment is at-will and may be terminated at any time prior to the anticipated position end date.
- I accept the duties, responsibilities and expectations of the RA position and will perform them as outlined in this document.
- I agree to accept additional duties, not explicitly listed in this document, as directed in training or meetings or by my direct supervisor.
- I understand that as an RA, I may be moved or reassigned to another residence hall at the discretion of Housing and Residence Life administrative staff.

_____ I accept the offered RA position with Housing and Residence Life for the 2024-2025 academic year.

Printed Name: _____

Student ID #: _____

Signature: _____

Date: _____

Email: _____ @u.boisestate.edu

Phone #: _____