

The background is a gradient of green and blue, with a subtle pattern of small white dots. Overlaid on the left side are several circular and semi-circular lines, some solid and some dashed, with arrows indicating a clockwise direction. A large circular scale is visible, with numbers ranging from 140 to 260 in increments of 10, arranged in a semi-circle. The main title is centered in the lower half of the image.

# RA TRAINING JANUARY 2014

EXPECTATIONS AND THE RA CONTRACT

# ACADEMIC REQUIREMENTS

- Good academic standing (2.25 GPA or higher)
  - 2.0-2.25 GPA for one semester will result in probation
  - 2.0-2.25 GPA for more than one semester will result in removal from position
  - Below 2.0 GPA will result in removal from position
- Full time enrollment unless exception granted by Director

# DIVISIONAL RESPONSIBILITIES

- Admissions
  - Four Hours per year; two per semester for staff hired mid-year
    - Phone Blitzes, Individual Tours, Black & Gold Days, Hilltopper Day, Open House setup, office assistance
  - Open House on April 5<sup>th</sup>
- Commencement
  - Ushers, Graduate Line-Up, Van Drivers, and Tear Down

# DEPARTMENTAL RESPONSIBILITIES

- General Responsibilities
  - Homecoming Weekend is a closed weekend; other closed weekends may occur as needed for campus events.
  - Remain on campus to close residence halls at end of fall semester and spring semester, and for spring break.
  - Be visible and available on campus
    - Two weekends off campus only per month
    - One weeknight off campus per week



# DEPARTMENTAL RESPONSIBILITIES

- Building Community
  - Programming – More details during session with Jim
    - Complete paperwork on time
    - Request supplies on time
    - Work with residents to plan activities that meet their interests
    - Work with Campus Activities Coordinator to assist in planning Campus Life programs
  - Bulletin Boards and Door Tags
  - Foster positive environment.
  - New Student Orientation Leader

# DEPARTMENTAL RESPONSIBILITIES

- Building/Floor Responsibilities:
  - Opening and closing of residence halls
  - Health and safety inspections
  - Maintenance and cleaning reports
  - Lock-Outs
  - Liaison for information between administration and students
  - Make referrals as necessary to other WLU services (i.e. counselor, tutoring center, judicial, etc.)
  - Assist residents with concerns, questions, problems as appropriate
- Housing Operations
  - Report custodial and maintenance issues; and be sure to follow up on problems after reporting them.
  - Lock out log and key inventories

# DEPARTMENTAL RESPONSIBILITIES

- Residential Enrollment
  - Maintaining accurate floor rosters and reporting changes.
  - Completing room changes.
  - Managing roommate conflicts
- Staff Development
  - Attend building staff meetings, monthly all-staff meetings, bi-weekly one-on-ones with direct supervisor, and area meetings as deemed necessary by Area Coordinator
  - Assist with RA selection each semester during group interview and duty night evaluations
  - Participate in training in August and January.

# DEPARTMENTAL RESPONSIBILITIES

- On Duty Responsibilities
  - Duty coverage in rotation with other staff
  - Weekday Phone Coverage (Monday through Thursday) from 4pm until 8am
  - Weekend Phone Coverage from Friday at 4pm until Monday at 8am
  - Desk coverage from 7pm until Midnight each night
  - Stay in the building overnight
- Duty Equipment Responsibilities
  - Master Keys – do not give to ANYONE
  - Cell Phone – do not text, change things, or use for personal calls
  - Key Trap Keys – do not give to ANYONE
  - ID Card – do not use to access other buildings unless in relation to RA position (tours, emergencies, etc.); and do not give to ANYONE



# PERSONAL RESPONSIBILITIES

- Have proper knowledge of departmental policy and RA contract; follow those policies.
- Be aware of and adhere to campus policy as well as federal, state and local laws; both on and off-campus.
- Conduct self in a manner that is consistent with the mission of the University and our department.
- Limited employment (off-campus and on-campus) with the approval of the Area Coordinator and Director.
- Positive attitude about the University, the staff, the department, and our students.

“

Aerodynamically, the bumble bee shouldn't be able to fly,  
but the bumble bee doesn't know it,  
so it goes on flying anyway.

”

Mary Kay Ash