



RESIDENTIAL LIFE

Information Packet for
2020-2021

Resident Assistant
Selection Process

Resident Assistant (RA) Job Description

A Resident Assistant is an undergraduate 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 residence halls and in all apartment buildings. The RA is often 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 maintain a 2.50 cumulative GPA and a 2.25 spring semester GPA and must maintain a 2.50 cumulative GPA and a 2.25 semester GPA for each semester while in the position.

Applicants must be undergraduate students for the 2020-2021 academic year. Applicants who are enrolled in a combined BS/MS program are eligible to apply if they have not yet received their bachelor's degree.

You must be in good conduct 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 are not one currently, you are eligible to apply through this application process if you meet all other application requirements.

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 Terrific 12 meal plan. If you would like a larger meal plan you will be responsible for the difference in price. You will also receive a \$275 stipend each semester.

If you have questions regarding compensation, please contact the Selection Committee.

Questions?

For any questions regarding this selection process or the RA position please contact ResLifeSelection@umbc.edu

Application Process

The final deadline for applications is January 13, 2020 at 11:59pm. The following completed documents are needed to apply: résumé, application, two recommendation forms.

Selection Timeline

Final Application Deadline	January 13, 2020 at 11:59pm
Deadline for References to be Submitted	January 20, 2020 at 11:59pm
Notification of Interview Times/Locations	First Week of February Individual Interview February 13 & 14, 2020
Strengths Day	February 15, 2020
Individual Interview (Snow Day Back Up)	February 27 & 28, 2020
Strengths Day (Snow Day Back Up)	February 29, 2020
Decision Letters Available	Early-March, 2020

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

- ☐ Download this Information Packet from the Residential Life website and read it thoroughly.
- ☐ Contact the designated people to answer any questions or address concerns.
- ☐ Compose or update résumé.
- ☐ Meet with Career Services to have résumé critiqued (strongly encouraged).
- ☐ Two references must be provided on your application form. It is preferred that at least one is from a Residential Life (student staff or full-time) staff member or other professional position. Please ensure that the information provided is accurate particularly the email address as we will email your references the forms they will need to fill out. References should not be family members or those who can't speak to the qualifications needed for the position.
- ☐ Submit completed application online
- ☐ Follow up with the two individuals completing reference forms and remind them of the due date (January 20, 2020). All reference forms need to be submitted to Residential Life. Your application packet will not be considered complete until both references are delivered.

Résumé Help

The [Career Center](#) (410-455-2216) offers all students assistance with needs associated with obtaining a job and starting a career, including help with résumés. You are strongly encouraged to have your résumé critiqued before you submit it as part of your application so that your résumé is representative of your academic, extracurricular, and work experiences. The Career Center offers many opportunities for applicants to have their résumé critiqued. You can go to their office during Walk In hours or you can make an appointment to see a career advisor. The Career Center is anxious to help you! Helpful tips can also be found at <http://www.careers.umbc.edu/skills/resumé>.

Standard 15-Minute Walk-In Hours are Monday – Thursday from 2:00-4:00pm and Friday 12:00-4:00pm in Math/Psych 212. Appointments must be scheduled at least 24 hours in advance.

Short Answer Questions

The Resident Assistant application requires applicants to answer a series of short answer questions that are located within the application. We recommend that you type your answers into a Word document first and then place your answers into the application.

If you need assistance with your answers please contact the [Writing Center](#) at 410-455-3126. The Writing Center is located on the first floor of the library, next to References. The Writing Center does not require appointments.

Information Sessions about the RA Position

If you are interested in receiving more one-on-one information about the RA position, you can talk to a current RA or any Community Director (CD). Also, Residential Life will be offering several information sessions throughout the fall semester for you to attend to view a presentation on the positions and get your specific questions answered by our current staff members. You can ask the presenters about their own experiences and learn about each position. Attending an Information Session is not required to apply for a 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. Professional dress is preferred-- wear clothes that are appropriate in a professional setting. Cardigan sweaters, khaki pants, and button-down shirts are a few options.
4. Be prepared with questions. The interview is a great time to be with current staff and ask them questions you might have about the positions and the office!

Strengths Day Process

If you have not already done so, you will need to take the CliftonStrengths assessment, provided by Residential Life. Then, you will likely be grouped with individuals you have never met before and will be asked to participate, in some activities so that our staff has the opportunity to see your skills, abilities, and tendencies when immersed in a collaborative atmosphere. Here are some things that will help you be successful in group process:

1. The Strengths Day activities are not a competition. We are evaluating you based on your participation in the group. We are not picking a winner at the end.
2. Some of the activities require group discussion, and/or opportunities for leadership. As you prepare for your group process day, be mindful of your own personality and/or leadership style and remember that you are being evaluated on your role/participation in the activities.

3. Most importantly, be yourself. We want to hire the authentic “you” because, ultimately, that is the person we are going to work with for the year.

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 is reviewed for completeness, accuracy, and timeliness. Your short answers are reviewed for depth of thought, coherence of message, and freedom from errors. References are reviewed and reviewers’ comments are considered.
- ☐ The individual interview 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 of how you would respond in the position. 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 for which you have applied
- ☐ The group process, which is designed to evaluate how you communicate and solve problems in the group environment. Because we can only evaluate what we see you do, it is important that you are active and engaged with the group process experience. Do not feel compelled to act in a way that is not you – “acting” or “forcing it” will not help your score.
- ☐ 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 (student organizations, on your floor, at programs or events, and so on).

Alternate Positions

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 because some people who have been hired decide they are not able to take the job. Additionally, alternates can be 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 2021-2022 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 Residential Life know that you are accepting the position. If you accept the alternate position, you will need to attend all Spring semester and August training sessions and take the Psych 215 class in the fall semester.

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 first new paraprofessional training session will be held in April. This session will introduce you to the position and let you know more of the expectations that Residential Life has for you. You will also need to attend a session in the spring to fill out payroll paperwork. There will be a new staff meeting with paraprofessionals from your new staff, as well. The Community Director of the community you will be working in will organize this meeting.

The next training will occur in August and usually begins about two weeks before freshmen move into the halls. August training is mandatory as well and you cannot be a paraprofessional for the 2020-2021 academic year if you do not attend. Training can be intense as it usually begins around 9:00am and ends in the evening but is also a ton of fun!

If you have concerns regarding mandatory training sessions, you can talk to a current paraprofessional, any CD, or contact the Selection Committee.

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

Offers for RA positions will be made prior to the deadline to submit housing applications for the next year. If you are offered a position and plan to accept it, you must submit your housing application by the deadline. If you plan to live on-campus next year regardless of whether you are in the position or not, you must submit your housing application by the deadline. If you are unsure that, or know that, you don't want to live-on campus next year, do not submit an application until you are offered a position.

RAs assigned to the apartments and Harbor Hall are able to pick at least one roommate, if they wish.

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

Living Learning Communities (LLCs)/Themed Housing

Living Learning Communities are floors where the students have a common interest or major. There are ten LLCs on the UMBC campus at this time. Often, applicants believe that being an RA on a LLC floor means that they will have to do more work. Normally, the RAs on these floors do not do more work than other RAs, they just do different types of work. Their programming may be in conjunction with the office or department that supports that floor or they may do more programming with the same focus as that floor. Being an RA on a Living Learning floor can provide you with a unique experience and residents who are truly involved and invested in their community. If you would like to talk to a current Living Learning Community RA, please contact the Selection Committee and let them know which floors you are interested in and they can put you in contact with that RA.

Below are descriptions of all of the Living Learning Communities that are currently available on campus. You do not have to be a member of the academic program or office that supports the community, but it is highly encouraged.

Center for Women in Technology Living-Learning Community

The CWIT Living-Learning Community (LLC) provides opportunities for women and supportive men majoring in an IT or engineering (ITE) discipline to bond with other students in the same field and create lasting support networks. The CWIT LLC promotes academic excellence, peer mentoring, career exploration, leadership opportunities and social support for students in ITE, with a special emphasis on the needs of women who may feel isolated due to their low enrollment in such majors nationwide. Students in the CWIT LLC participate in a first-year experience course, study groups, ITE career exploration and professional development workshops, and fun social events with other students in the CWIT community. Due to limited space, freshman CWIT Scholars are given priority; however, all students interested in IT and engineering disciplines are encouraged to apply. The CWIT LLC is open to both women and men.

Discovery Scholars Living-Learning Community

The DS LLC provides new students the opportunity to discover their true academic passion at UMBC. Residents live, learn, and grow with fellow students, peer mentors, and professional advisors. Students that are undecided about their major are especially encouraged to apply. As members of the Discovery Scholars Living-Learning Community (LLC) students explore and select the appropriate major and future career that is best suited for their talents and interests. Students have the opportunity to live alongside others who are also exploring different majors and this group will study and learn together while they discover their path at UMBC. In addition to living together, participants have the opportunity to connect with faculty and staff across campus to help ease their academic and social adjustment to college life.

Students are selected to participate in the Discovery Scholars LLC based on their proven academic abilities and diverse interests. Members of this community must enroll in a First Year Seminar (FYS) which will cover a specialized topic as well as transitional skills. Students receive individual attention from the Office of Undergraduate Education and are assigned a professional advisor from the Office of Academic and Pre-Professional Advising to aid them in the successful completion of their first year.

Honors College Living-Learning Community

The Honors College Living-Learning Community offers the opportunity for members of the Honors College to continue their collaborative learning experiences in a relaxed, residential setting.

Students are able to pursue a range of academic and social activities with other members of the Honors College community. At the same time, they will develop strong friendships through common goals, classes, conversation and fun.

Humanities Living-Learning Community

The Humanities Living Learning Community is known to offer some of the best conversation on campus, and offers students interested in the humanities the opportunity to share their passion for culture, language, history, philosophy and literature with other students in the community. This LLC provides opportunities to attend lectures, performances and museums in the Baltimore and Washington, DC area, faculty talks and film discussions. Students majoring/minoring in Africana studies, American studies, ancient studies, Asian studies, cultural anthropology, English, gender and women's studies, history, interdisciplinary studies, media and communication studies, modern languages and linguistics, and philosophy often take part in this community, but students from all departments are encouraged to apply. A variety of perspectives is welcome. Accepting residence on the floor indicates your willingness to attend at least four humanities forum events throughout the year, as well as to contributing to the organization of and participation in other floor activities.

Intercultural Living Exchange

The ILE is a for-credit language immersion and intercultural communication program that offers one credit per semester for completion of ILE activities. Participating students interact with international student mentors (native speakers of Chinese, French, Korean, and Spanish), who organize cultural and social activities, including holiday celebrations, movie nights, international potlucks and excursions to plays, museums and festivals. ILE students earn additional academic credits (up to three academic credits) by completing a service-learning course/project related to their target language and culture.

Shriver Living Learning Center

Live, Learn, and Serve! The SLLC is an active and social living community in Erickson Hall. SLLC is coordinated by the Service-Learning Program at The Shriver Center, UMBC's center for applied learning experiences. The purpose of SLLC is to explore civic engagement with a strong emphasis on relationship-building, leadership, and advocacy. Each semester, SLLC Members commit to serving in the community for 3-5 hours each week at the service-learning placement of their choice. During the fall semester, students participate together in a one-credit course exploring civic engagement in broader contexts. This class integrates reflection of service and civic engagement opportunities around campus with guest speakers from UMBC and community organizations in and around Baltimore. Expectations for this class include participation in class discussions, readings and reflective writing assignments. The class culminates in final presentations related to service. In the spring, SLLC will participate in several field trips and service projects. There may be opportunities for SLLC Members to attend and/or present at local/national conferences about their experiences.

STEM Living-Learning Community

The STEM LLC provides opportunities for students majoring in Science, Technology, Engineering, and Mathematics disciplines to connect with other STEM students at UMBC. The STEM LLC will develop intentional connections and relationships among students and expose them to other STEM majors, expand perspectives, create peer mentoring, encourage participation in applied learning experiences, develop leadership skills, foster study group participation, and help with cultural/artistic appreciation. All students with STEM majors are eligible to apply, but preference will be given to students who are accepted into the STEM BUILD@UMBC Program.

Women Involved in Learning and Leadership Program

The WILL program is a living-learning community where students practice leadership skills in a setting that promotes academic excellence and community engagement. Through WILL, students have the opportunity to meet with renowned speakers and activists, to live in the residence hall with other students committed to diverse gender and social justice issues and to work with feminist and other social change organizations. WILL students engage in leadership development opportunities, plan educational and advocacy programs, attend cultural events and participate in public service projects. Some of the events WILL students have organized include a weeklong global women's health action, workshops on feminist activisms, "This Is What A Feminist Looks Like" T- shirt making and The Clothesline Project.

Visual and Performing Arts Living Learning Community

The Visual and Performing Arts Living-Learning Community helps students broaden their understanding of art making and create essential connections across art disciplines. Residents share ideas and learn new skills in a supportive environment of dancers, actors, designers, composers, costumers, musicians and visual artists. Programs for the community offer movie nights, trips to performances, socials and discussions, all focused on the arts. The floor is known for the most passionate, impromptu late-night conversations on campus. It is the UMBC home for the majority of freshman and sophomore Linehan Artist Scholars.

Quiet Lifestyles areas

Floors or apartment buildings which have expanded quiet hours and are more focused on quiet, academically-focused lifestyles. Residing on this floor requires special sensitivity to and respect for others. Students living in these areas must sign an agreement indicating their willingness to abide by special policies and to support the Quiet Lifestyle goals.

Other Residential Life Involvement Opportunities

If you are not hired as a paraprofessional, 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:

CC – Each community has a CC (Community Council), 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 CC.

RSA – RSA stands for Resident Student Association. This group governs all of the CCs 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 Paisley Martin at paisleym@umbc.edu.

Desk Receptionist – 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 receptionist positions are paid hourly and they must also attend mandatory training. If you are interested in applying for a desk staff position, applications will be available on the Residential Life website for the 2020-2021 academic year in March 2020.

Summer Staff – Every summer, Residential Life hires a number of students as conference managers, conference staff, and maintenance assistants. These students assist with summer conferences that are housed in the residential areas and with getting the buildings ready for the next academic year. If you would like to learn more about these positions please contact Residential Life at 410-455-2591.

About the Position Description and Terms of Employment

The terms of the following agreements are subject to change and are updated regularly. The *Position Description* and *Terms of Employment* are provided to give you an overview of the position but are not meant to be indicative of all responsibilities related to the Resident Assistant position.

RESIDENT ASSISTANT POSITION DESCRIPTION

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 Life. 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 Campus Conquest.
 - 5. Develop and maintain an ongoing relationship with floor/building and hall/community residents.
 - 6. Attend organized floor/building meetings and hall/community functions as appropriate and in cooperation with hall/apartment officers and floor representative.
 - 7. Assist students in developing hall/community programs which contribute to areas of their development according to Departmental and supervisory expectations.
 - 8. Design and regularly update the bulletin board(s) on their floor/building(s).
 - 9. Approach students of all racial/ethnic, religious, physical ability level, gender, age, and sexual orientation differences with an attitude of respect, fairness, and equity.
 - 10. 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 as needed or directed.
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.

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 residential curriculum 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.
- 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 the End of Year Banquet.

TERMS OF EMPLOYMENT

I. AGREEMENT REQUIREMENTS

- A. This agreement commences on the date published by Residential Life as the first day of Fall pre-service training (usually a date in mid-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 “8 Month” communities, this agreement does not include Thanksgiving, Winter, and Spring Breaks. The Resident Assistant may not remain in their 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 staff release date, including all such holidays and breaks that fall within that period, as well as the period between the first day of Summer 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 their responsibilities until the official close of the semester.

II. REMUNERATION

- A. “Eight-Month” RA remuneration during the agreement is a single room and the Terrific-12 meal board plan (which cannot be reduced). Room and board plan is provided only when the University is officially in session (Fall and Spring Semesters and not inclusive of Thanksgiving or Spring Breaks).
- B. “Nine-Month” RA remuneration during the agreement is a single room and the Terrific-12 meal board plan (which cannot be reduced). Room provisions cover Fall, Winter, and Spring semesters. Board provisions cover Fall and Spring semesters as well as Winter Session.
- C. “Twelve-Month” RA remuneration during the agreement is a single room in an apartment and the Terrific-12 meal board plan (which cannot be reduced). Room provisions cover Fall, Winter, Spring and Summer academic sessions. Board provisions cover Fall and Spring semesters as well as Winter Session.
- D. When the RA is on duty during breaks and meals are not provided by the university, the RA will receive \$20.00/day or \$10.00/half-day meal stipend.
- E. Meals are provided for RAs during Fall and Spring staff training and during the closing period.
- F. The RA must reside in the residence hall/apartment complex to which the RA is assigned as a condition of employment.
- G. Accommodation requests that impact room assignment and meal plan will be addressed on an individual basis.
- H. A stipend will be awarded twice each semester. This stipend will total \$275.00 for a staff member’s first two semesters. A staff member’s stipend will be increased to a total of \$350.00 per semester once they have completed two semesters of employment. A “Lead RA” will receive a total stipend of \$500.00 each semester regardless their length in the paraprofessional position. If the staff member is hired after the start of the semester the stipend will be prorated. This stipend may not be awarded if the staff member is terminated or resigns before completion of duties each semester.
- I. A \$1000.00 stipend will be provided to “Twelve-month” RAs during the summer. They will also receive an hourly wage for hours worked at the summer desk.

III. ACADEMIC PERFORMANCE

- A. The RA is limited to an academic load of not less than 12 nor more than 19.5 credit hours per semester at UMBC (Fall and Spring Semesters) while a staff member. RAs cannot be enrolled at other campuses. Exceptions to those limits must be approved by Residence Life.
- B. All RAs must maintain at least a cumulative GPA of 2.50 and a minimum 2.25 semester GPA.
 1. Should a newly hired RA or Alternate RA not meet this requirement at the end of the spring semester of their hire they will lose their placement and will not be able to take

- part in training or be eligible for the RA position during the period of this agreement.
- 2. Should a current RA fail to maintain this standard, they will be placed on RA academic probation.
- C. RAs are permitted to be on academic probation once at any time during their employment within the RA position. If they fail to meet grade requirements twice, the RA will be removed from the position.
- D. Should the RA's grades/number of credits enrolled in decrease significantly below the requirements they may be removed from the position immediately.
- E. Should the RA's cumulative GPA fall below a 2.50 they will be removed from the position.
- F. Should the RA be placed on academic probation while on performance probation they will be removed from the position.
- G. All RAs must take Psychology 215 during their first Fall semester in the position and receive a positive recommendation from the instructor as well as a grade of "C" or better. Failure to do so will result in loss of the position at the end of the Fall semester.
- H. All RAs must be undergraduate students or in process of completing a BS/MS program.

IV. OTHER EMPLOYMENT & ACTIVITIES

- A. As an RA and student, each RA must put personal limits on their time that facilitate acceptable performance.
 - 1. RAs will complete the *Request for Outside Employment and Other Activities Form* at the beginning of each semester of employment.
 - 2. In addition to the RA position, RAs should have no more than 45 hours of commitments per week, including academics, other employment and extracurricular activities.
 - 3. Community Directors can choose to not approve a *Request for Outside Employment and Other Activities Form* based on prior performance issues or concerns about commitments.
- B. The RA'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. This includes, but is not limited to, involvement in intercollegiate/club athletics, student teaching, co-op experiences, and organizational leadership positions. 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, RAs may not join 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 (see dates in Section I). Any exceptions to full attendance must be requested to the RA's supervisor at least two weeks prior to the start of the training period.
- B. Each RA is expected to attend a weekly community staff meeting.
- C. Each RA is expected to attend any special/emergency meetings which may be called by Residential Life or by the Community Director.
- D. Each RA is expected to attend periodic staff development sessions held during the academic year.
- E. Each RA is expected to attend at least one formal evaluation session per semester with their Community Director.
- F. Each RA should meet with their Community Director on a minimum of a biweekly basis

for the purpose of mutual and ongoing feedback.

VI. AVAILABILITY & TIME OFF

- A. The RA will be available to the students of their floor/building each day/night. RAs are expected to make reasonable efforts to stay informed and post materials/announcements. RAs are also expected to make reasonable efforts to be available to address student concerns, host discussions, and facilitate meetings. RAs will establish “availability” hours weekly and post them in a visible area. Weekend obligations are required each semester, including duty. Consequences may arise should the lack of availability have a negative impact on the floor.
- B. ON DUTY: Each RA is required to be present and available in their residence hall/apartment complex when they are assigned duty and to handle any problems which may occur as part of the responsibility.
- C. OTHER TIMES: The RA is required to be present and will assist with the unplanned needs of the community. This includes times when the University is closed due to inclement weather or other unforeseen circumstances. RAs must also be available to stay late and arrive early surrounding break periods to assist the Community Director with the opening and closing of the community. RAs are to assist with staff selection, Quadmania, Homecoming, and other large-scale events, as required.
- D. FIRST AND LAST WEEKS OF THE SEMESTER: The RA will be available in the residence halls/apartment community prior to opening and after closing to assist the Community Director. The RA will be expected to devote additional time in their 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. An RA’s presence is required in the existence of an emergency condition – such as a power outage or weather-related emergency – and they should remain on campus to assist residents whose safety and well-being could be endangered.
- F. 9- and 12-Month RAs are able to take time away from campus during Thanksgiving, Winter, Spring, and Summer breaks. The amount of time away is limited and must be approved by the supervisor. Staff should not plan to be away for a majority of any of these break periods.
- G. 12-Month RAs are required to work a set number of hours at the Community Center desk during the summer.

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. ADDITIONAL EXPECTATIONS

- A. Maintaining confidentiality is a serious issue of employment that is an ethical and legal must. Breaches of confidentiality may injure the student and may result in liability to you and the University plus a loss of credibility to Residential Life. Maintaining confidentiality includes:
 - 1. The RA shall not repeat, transmit, or give individual opinions to other students, visitors, staff members, or share information provided by one employee or student within the Office regarding sensitive and/or confidential material with another except to the extent that it is necessary to complete specific tasks that have been assigned.

2. The RA shall not remove, duplicate or make electronic or paper copies of any materials from the Office except that it is necessary to complete specific tasks that have been assigned.
 3. The RA will not access any data or information from any computer or filing system unless directly authorized by their supervisor and will use that data or information only to carry out their assigned task(s).
 4. The RA shall not copy or share any images of other students gained through access in databases.
- B. The RA will have access to keys/cards which grant them access to rooms within residential communities at UMBC, specific offices, and/or other rooms within the University. The RA understands that they are to use the keys/cards only within their official capacity as a staff member of Residential Life.
- C. Residential Life and UMBC reserves the right to keep and utilize any pictures and videos of staff. Residential Life will use these pictures/videos in publications and recruitment efforts. In addition, the RA's names may be posted in publications from the Office.
- D. The RA should not speak on behalf of the department, or their position, to media. Staff are free to share their thoughts and opinions with media, including on-line, that are not connected with their staff position.
- E. The RA should recognize that they represent UMBC and Residential Life in various ways, including through social media. The RA should be conscious of their actions and ensure that they are appropriate.

IX. BUILDING AND APARTMENT ASSIGNMENT

The RA's room/apartment and hall/community assignment will be determined by Residential Life. Assignments may be changed depending on Residential Life needs. RAs may be required to move due to a number of circumstances.

X. REHIRE

The RA position is for a specific period, as stated in Section I. RAs interested in serving in the RA position during the following year must reapply. They must be meeting all current expectations and exceed in some job performance areas and receive the endorsement of their current supervisor prior to being rehired to the position. Rehire is contingent upon the staff member's continued ability to meet all qualifications, successful completion of tasks, positive written evaluations by their supervisor, demonstrate a positive attitude towards Residential Life and customer service, as well as the exhibition of growth in the position. RAs that are re-hired will not necessarily receive the same placement from year to year. All hiring decisions are contingent upon the approval of the RA's direct supervisor and the Assistant Director of Residential Education.

XI. CONSEQUENCES FOR NOT COMPLETING THE FULL-TERM OF THIS AGREEMENT

If the RA resigns or is terminated from this position during the period of this agreement the following will occur:

- A. The RA will not receive their stipend, except in cases where they have completed all tasks associated with the end of the semester.
- B. If the RA wishes to remain living on campus, and space is available, a space will be provided, at their own expense. The cost of this space will be prorated based on the date of separation.

- C. If the RA wishes to no longer live on campus, they will forfeit their housing deposit. However, the RA may receive their deposit back if the circumstances in Section 16 of the Housing License are met. Like any resident, the RA may also file an appeal to the Appeal Committee to refund part, or all, of the housing deposit.
- D. Meal plans will be terminated and prorated based on the separation date.

XII. CONSEQUENCES FOR JOB PERFORMANCE CONCERNS

- A. The RA 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 RA is on probation and concerns with their job performance continue, the RA's employment may be terminated.
- B. 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. Termination from the RA position can result from breach of the RA employment 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 their skills and performance through personal support, guidance and regular evaluation.
- D. In all cases, the decision to terminate will rest with the Director of Residential Life. The specific reason(s) for termination will be provided in writing to the RA. The RA will also be given an opportunity to be heard regarding any concerns or questions they have 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 of 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.
- E. An RA is immediately terminated from their position upon withdrawal, suspension or expulsion from the University. In addition, once responsibility has been assigned and a minimum sanction of Residential Life probation is given, either by taking responsibility or being found responsible by a hearing board, the RA will immediately be removed from their position.
- F. If a staff member leaves their position during the period of this agreement, for any reason, they may be required to move out of their assigned room.
- G. All training is mandatory and missing sessions can result in job action, including termination.