



UMBC

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**RESIDENTIAL LIFE**

Information Packet for  
2022-2023

Resident Assistant  
Selection Process

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## **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 2022-2023 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 conduct 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.

## **8-Month/9-Month/12-Month Housing Options**

Our communities are open for either 8-months, 9-months, or 12-months. In your application, you will need to indicate for which housing option(s) you can work. For instance, if you know that you must go home for every break (Thanksgiving, Winter, and Spring Breaks), you will indicate 8-month. If you know that you need to be on campus during some, or all, of those breaks, you will indicate 9-month. If you have no preference, please choose all of them.

## **Application Process**

The final deadline for applications is January 14, 2022 at 11:59pm. The following completed documents are needed to apply: resume, application, two recommendation forms.

## **Selection Timeline**

Final Application Deadline	January 14, 2022 at 11:59pm
Deadline for References to be Submitted	January 21, 2022 at 11:59pm
Notification of Interview Times	Late-January
1 <sup>st</sup> Round Interview	February 17 & 18, 2022
1 <sup>st</sup> Round Interview (snow days)	February 24 & 25, 2022
2 <sup>nd</sup> Round Interview	March 3 & 4, 2022
2 <sup>nd</sup> Round Interview (snow days)	March 10 & 11, 2022
Decision Letters Available	Mid-March

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

- Download this Information Packet from the Residential Life website and review it thoroughly.
- Contact the designated people to answer any questions or address concerns.
- Compose or update resume.
- Meet with Career Center staff to have resume 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 by January 14, 2022.
- Follow up with the two individuals completing reference forms and remind them of the due date (January 21, 2022). All reference forms need to be submitted electronically to Residential Life. Your application packet will not be considered complete until both references are delivered.

## **Resume 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 resumes. You are strongly encouraged to have your resume 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 resume critiqued. The Career Center is anxious to help you!

Appointments may be scheduled online (via [UMBCworks](#)), or by phone (410-455-2216). All appointments must be scheduled at least 24 hours in advance. Face coverings or masks are required to be worn for all in-person appointments. Appointments can occur in-person or via Webex.

Be sure to also review [resume and cover letter templates and samples](#) for guidance. In addition, refer to sample resumes in the [Career Guide](#).

### **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 near the end of 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 are interviews 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!

### **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 interviews are 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
- 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 2023-2024 academic year. This means you do not need to reapply for the same job the following 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 towards the end of the semester. 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 2022-2023 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 Community Director, or contact the Selection Committee.

### **Questions?**

For any questions regarding this selection process or the RA position please contact [ResLifeSelection@umbc.edu](mailto:ResLifeSelection@umbc.edu)

### **PSYC 215 (Required Paraprofessional Class)**

All Resident Assistants who are hired or chosen as alternates need to register for PSYC 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. This class does not count towards GEP requirements.

### **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 Residential Life Assignments at 410-455-8832.

### **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](mailto: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 2022-2023 academic year in March 2022.

**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.

### **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.

### **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.

### **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.

### **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.

## **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 community access keys/cards 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 Retriever

Integrated Health, Campus Life, Residential Life, Financial Aid Office, Career 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 TERM**

- A. This RA Employment Agreement (“Agreement” or “Employment Agreement”), subject to the conditions and requirements set forth herein, is for the entire employment period beginning in mid-August (specific dates will be in the RA’s offer letter) and ending on the date indicated as follows (“Term”). This Term includes fall training and winter training. Residential Life reserves the right to change the training dates. Unless the RA is assigned to a twelve-month community, this Agreement ends in late May, unless ended earlier as provided by this Agreement or extended due to inclement weather or other cause. If the RA is assigned to a twelve-month community, this Agreement ends in mid-August, unless ended earlier as provided by this Agreement. If the semester is extended due to inclement weather or any other reason, this Term will be extended and the RA will fulfill their responsibilities until the official close of the semester earning pro rata additional room and board plan remuneration but not additional stipend. RA employment agreements do not renew automatically for the following academic year. The RA must reapply for consideration for rehire for the following year and employment requires a new employment agreement.
- B. If any semester, or session or break period where applicable, is shortened or if either party’s (i.e. University’s or RA’s) performance hereunder is rendered impossible, hazardous, or is otherwise prevented, impaired, or delayed due to sickness, inability to perform, accident, interruption or failure of means of transportation, Act(s) of God, riot, strike, labor difficulty, war (including civil war), embargo, epidemic, pandemic, evacuation, fire, flood, explosion, earthquake, quarantine restriction, any act or order of any civil or military authority, acts of any government, acts of governing authority, and/or any other cause or event, similar or dissimilar, beyond that party’s control (“Force Majeure Event”), then each party’s obligations with respect to this Agreement shall be excused, or suspended if reasonably postponed with appropriate pro rata reductions, and neither party will have any liability in connection therewith. The University reserves the right to maintain the safety of its staff and of the premises by any means, including, but not limited to, suspending or terminating this Agreement.
- C. Both parties (i.e. University and RA) acknowledge and agree that they are entering into this Agreement at a time when COVID-19 has disrupted and caused the termination or cancellation of many contracted services. The parties also acknowledge and agree that, while the COVID-19 response and evolution of impact(s) is current and ongoing, COVID-19 is a Force Majeure event, as defined above, and, with the knowledge that COVID-19 will continue to be a Force Majeure event for purposes of this Agreement, notwithstanding, the parties wish to enter into this Agreement with full knowledge and agreement that this Agreement may be cancelled, terminated, or suspended under the Force Majeure paragraph above. Each party agrees that the cancelling, terminating, or suspending party shall not be responsible for any damages sustained by the other party.

### **II. REMUNERATION**

- A. 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 RA is living in their assigned community and responsible for conducting RA duties.

- B. "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.
- C. RA assigned to Walker Avenue, but not assigned to "Twelve-month" communities, 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, and Spring academic sessions. Board provisions cover Fall and Spring semesters as well as Winter Session.
- D. Board meals are not available during breaks, therefore, RAs who are on duty during break periods will receive \$20.00/day or \$10.00/half-day meal stipend.
- E. Room and board are provided for RAs during Fall and Winter staff training and during the opening and closing period.
- F. The RA's room/apartment and hall/community assignment will be determined by Residential Life and may be changed in the sole discretion of Residential Life. The RA must reside in the residence hall/apartment complex to which the RA is assigned as a condition of employment unless administratively moved by Residential Life.
- G. Accommodation requests that impact room assignment and board meal plan will be addressed on an individual basis.
- H. A stipend will be awarded twice each semester. This stipend will total \$275.00 per semester for the RA's first two semesters. An RA's stipend will be increased to a total of \$350.00 per semester once the RA has completed two semesters of employment. A "Lead RA" will receive a total stipend of \$500.00 each semester regardless of the RA's years of experience in the paraprofessional position. If the RA is hired after the start of the semester, then the stipend will be prorated. These semester stipends are not earned or awarded if the RA is terminated or resigns before completion of duties each semester.
- I. Twelve-Month RAs are required to continue employment through the Summer. A \$1000.00 stipend will be provided to "Twelve-month" RAs paid in bi-weekly payments 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) during the Agreement Term. RAs cannot be enrolled at another institution of higher education, without prior written approval from the supervisor. Exception requests to these academic load limits must be submitted by the RA to Residential Life for review prior to the registration deficiency or overage. Approval of the exception is within Residential Life's sole discretion.
- B. All RAs must maintain at least a cumulative GPA of 2.50 and a minimum 2.25 semester GPA. If the RA fails to maintain these GPA requirements, during the Term of the Agreement, the RA will be either be placed on RA academic probation or have this Employment Agreement terminated.
- C. The RA is permitted to be on RA academic probation once at any time during the RA's Residential Life RA employment career. If the RA fails to meet GPA requirements a second time during their RA employment career, this RA Employment Agreement will be terminated voiding any further remuneration as provided in Section II.

- D. A significant decrease in the RA's grades or number of registered credits may result in the termination of this RA Employment Agreement voiding any further remuneration as provided in Section II.
- E. This RA Employment Agreement will be terminated if the RA's cumulative GPA falls below a 2.50 voiding any further remuneration as provided in Section II.
- F. This RA Employment Agreement will be terminated if the RA is placed on RA academic probation while on performance probation voiding any further remuneration as provided in Section II.
- G. All RAs must take Psychology 215 during the first semester it is offered while 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 termination of this Employment Agreement at the end of the semester and all further remuneration provided in Section II will be void.
- H. The RA must be an undergraduate student or in process of completing a dual enrollment BS/MS program for the duration of the Term.

#### **IV. OTHER EMPLOYMENT & ACTIVITIES**

- A. As an RA and student, the RA must put personal limits on the RA's time that facilitates acceptable RA employment performance.
  - 1. The RA will complete the *Request for Outside Employment and Other Activities Form* at the beginning of each semester during the Term (fall and spring semesters).
  - 2. In addition to the RA position, the RA should have no more than 45 hours of commitments per week, including academics, other employment and extracurricular activities.
  - 3. The RA's supervisor can choose to not approve a *Request for Outside Employment and Other Activities Form* based on the RA's prior performance issues or workload/hours commitments.
- B. The RA's primary non-academic responsibility must be the RA position. All other non-academic activities must be requested in writing and approved in advance by the RA's supervisor. This includes, but is not limited to, involvement in intercollegiate/club athletics, student teaching, applied learning experiences, and organizational leadership positions. Secondary employment of any kind, on or off campus, is strictly limited and must be pre-approved.
- C. The RA may not join a fraternity or sorority during the first semester of RA employment.

#### **V. ONGOING STAFF DEVELOPMENT**

- A. The RA 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 and will be approved at the supervisor's sole discretion.
- B. The RA is expected to attend a weekly community staff meeting.
- C. The RA is expected to attend any special/emergency meetings which may be called by Residential Life or by the supervisor.
- D. The RA must attend periodic staff development sessions held during the academic year.

- E. The RA must attend at least one formal evaluation session per semester with their supervisor.
- F. The RA must meet with their supervisor 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 of UMBC news and events and post UMBC materials/announcements. RAs are also expected to make reasonable efforts to be available to address student concerns, host discussions, and facilitate meetings. To that end, RAs must establish “availability” hours weekly and post them in a visible area. Weekend obligations are required each semester, including duty. Employment consequences, including discipline, may arise should the RA’s lack of availability have a negative impact on the floor.
- B. **DUTY EFFORTS:** When the RA is assigned Duty responsibilities, the RA is required to be present and available in their residence hall/apartment complex to handle any concerns which may occur as part of the responsibility.
- C. **NON-DUTY EFFORTS:** The RA is required to be present to assist with the unplanned needs of the community. This includes times when the University is closed due to inclement weather or other unforeseen circumstances. The RA must also be available to stay late and arrive early surrounding break periods to assist the RA’s supervisor with the opening and closing of the residence hall/apartment complex. The RA must assist with paraprofessional staff selection and campus-wide or large-scale events, such as Homecoming, as requested by Residential Life.
- 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. The 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. Walker Avenue 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. Twelve-month RAs are required to work a set number of hours at the summer desk during the summer term.

## **VII. RULES, REGULATIONS AND UNIVERSITY POLICY**

- A. The RA is expected to abide by all laws, local, state, and federal, and to abide by the rules and regulations of UMBC and Residential Life. The RA is expected to be a role model of behavioral expectations for residents.
- B. The RA is considered a Responsible Employee, per UMBC’s Policy on Prohibited Sexual Misconduct, Interpersonal Violence, and Other Related Misconduct, and is required to report disclosures of sexual assault, domestic violence, relationship violence, stalking, sexual harassment, gender-based harassment or discrimination,

including discrimination on the basis of sexual orientation, gender identity or expression, or pregnancy.

- C. The RA has a mandatory obligation to report disclosures of instances of child abuse or neglect, or suspected instances of child abuse or neglect, per University System of Maryland policy.

## **VIII. ADDITIONAL EXPECTATIONS**

- A. The RA's contractual and legal obligations regarding University records, files, information and data:
  - 1. The RA shall not repeat, transmit, or share non-public information learned as a result of RA employment except as authorized by Residential Life.
  - 2. The RA shall not remove or make electronic or paper copies of University records except as is necessary to complete tasks authorized by Residential Life.
  - 3. The RA shall not access any University data or information, including from computer or filing system, unless authorized by Residential Life. The RA shall not misuse any such data or information.
  - 4. The RA shall not access any images of University community members unless authorized by Residential Life. The RA shall not misuse such images.
  - 5. The RA must consult with their supervisor or other Residential Life Central Office staff where they are accessing University records and they are unclear regarding their employment obligations or expectations, particularly involving the University records of students, faculty, or staff.
- B. The RA shall not access room keys/cards including to enter rooms or offices without authorization. The RA shall not misuse such room keys/cards.
- C. As an employee, the RA irrevocably gives Residential Life and UMBC permission to use, reproduce, exhibit, alter, and distribute, in any medium, my likeness and voice collected and stored in photographic, video, audio, digital, electronic, or any other medium for any purpose UMBC deems appropriate, including promotional, recruitment, and advertising purposes. As an employee, the RA's name will be published in public forums.
- D. The RA represents UMBC and Residential Life and is not authorized to post on social media in their capacity as an employee of UMBC or officially on behalf of UMBC.

## **IX. CONSEQUENCES FOR NOT COMPLETING FULL-TERM OF THIS AGREEMENT**

If the RA resigns or is terminated from this position during the Term of this Agreement but prior to the published end date in Section I, above:

- A. The RA will not receive the stipend, except where they have completed all tasks associated with the end of the semester.
- B. The RA shall forfeit the remainder of their room and board remuneration and will be re-assigned to other housing space, if available, at Residential Life's sole discretion. If granted housing space, the cost of this space and meal plan will be prorated based on the date of separation and will be charged to the student's account. If the student does not reside on campus, the student will be subject to termination fees and forfeit their housing deposit.

## **X. CONSEQUENCES FOR EMPLOYMENT PERFORMANCE CONCERNS**

- A. If prior to the start of the Term, the RA fails to maintain the minimum academic requirements or fails to adhere to a standard of behavior consistent with the RA

position, as determined in the sole discretion of the University, this RA Employment Agreement will be cancelled.

- B. A violation of University or Residential Life rules and regulations, and/or unsatisfactory employment performance is grounds for termination of this RA Employment Agreement, although a letter of reprimand or employment probation is available where, in Residential Life's sole discretion, the RA has demonstrated improved judgement, provided mitigating explanation, and sufficient growth in maturity. The RA may receive a letter of reprimand from the RA's supervisor or be placed on employment probation by the RA's supervisor and the Assistant Director of Residential Education for unsatisfactory performance. If the RA is on employment probation and concerns with their employment performance continue, the RA's Employment Agreement may be terminated. A violation of the University's Code of Student Conduct, Undergraduate Student Academic Conduct Policy, or Policy on Prohibited Sexual Misconduct, Interpersonal Violence, and Other Related Misconduct, which results in a minimum of Residential Life or Disciplinary Probation, is grounds for termination of this RA Employment Agreement.
- C. A meeting among the RA, the RA's supervisor, and the Assistant Director of Residential Education is typically expected to take place prior to termination. The specific reason(s) for termination will be provided in writing to the RA. The RA will be given an opportunity to be heard regarding any concerns or questions they have regarding the termination decision. The RA's request to be heard, or written appeal, must be received by the Director of Residential Life within two (2) working days of RA's receipt of the written notice of termination. The interview, or review of the written appeal, and final decision regarding the termination will rest with the Director of Residential Life. Termination at the end of the Agreement Term will not require the meeting with the supervisor and Assistant Director due to the imminent expiration of the Employment Agreement.
- D. This RA Employment Agreement will terminate or be terminated upon withdrawal, suspension, or expulsion of the RA from the University.