



SUNY DOWNSTATE Medical Center

RESIDENT ASSISTANT JOB DESCRIPTION/CONTRACT

The Resident Assistant (RA) is a part-time member of SUNY Downstate Medical Center Office or Residential Life and Services Staff. Resident Assistants are an integral part of the Office of Residential Life and Services and have specific responsibilities that help create a positive living environment for students.

I. ROLE OF THE RESIDENT ASSISTANT

- A. Serves as a liaison between the residence hall management staff and the resident students.
- B. Assists in the management of many essential departmental functions.
- C. Serves as a leader, advisor, and facilitator in the personal, social, and academic growth of resident students.
- D. Assists the Resident Directors in the day-to-day operation of the residence halls.

II. SPECIFIC JOB RESPONSIBILITIES

- A. The agreement period is from May 1, 2016 until April 30, 2017.
- B. Aid the Director of Residential Life and Services and the Resident Directors during check-in and check-out times. These include tasks include, but are not limited to the following:
 1. Inspects rooms for damages, checks furniture and equipment inventories and assists in securing Room Inventory Forms from all residents.
 2. Assists in any/all check-ins designated by the Director of Residential Life and Services.
 3. Assists in the orientation of new residents.
- C. Participates in the residence hall on-duty system. On average, each Resident Assistant will rotate duty one week during a five week period. While on-duty, the RA is required to cover any uncovered desk shifts according to established procedures until a substitute Desk Clerk can be found. The Resident Assistant on-duty is responsible for the direct supervision of the Desk Clerk on duty. It is the Resident Assistant's responsibility to ensure that all aspects of desk operations are completed as per established procedures.
- D. Perform administrative duties as assigned related to the functional operation of the residence halls.
- E. Provides management with close contact with the residents through personal knowledge of people living of the various floors. Aids in resolving personal and roommate problems. Refers problems to the Resident Director considered beyond the scope of the RA's competence and responsibilities. Each RA is responsible for designated floors in each residence hall.



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- F. Reports violations of University regulations and policies to the management, thereby carrying out necessary action before serious consequences result.
 - G. Recommends improvements in residence hall management to the Director of Residential Life and Services.
 - H. Functions as part of the Residence Hall Council. RAs are expected to actively participate in meetings and assist in implementing the recommendations and programs of the Council. Council meetings will be held once a month or more frequently if deemed necessary. Attendance by RAs is mandatory unless excused by their Resident Director(s). RAs must notify the Office Senior Staff when they are unavailable to attend, as soon as they are aware of a conflict. If an RA is excused, they are required to meet with their building RDs during the same week of the meeting to review the meeting minutes and to assure that they are aware of events, activities and concerns.
 - I. RAs promote social, cultural, educational and vocational activities in the residence halls including participation in the activities of the Residence Hall Council.
 - J. Each RA is required to conduct one floor meeting and four programs during their contract period. 2 programs in each semester (Fall & spring) Two programs must be educational or vocational in nature. At least one of these programs each semester must be done independently. Deadlines are established during the staff retreat.
 - K. RAs are required to update the bulletin boards on their floors 4-5 times per year. Deadlines are established during staff meetings.
 - L. RAs will be asked on occasion to assist in additional assignments which are program related. Resident Assistant's may be placed on duty anytime deemed appropriate by Residential Life and Services management staff.
 - M. RAs are required to attend monthly building staff meetings with the Resident Directors assigned to their buildings. If an RA is excused, they are required to meet with their building RDs during the same week of the meeting to review the meeting minutes and to assure that they are aware of events, activities and concerns.
 - N. RAs are required to meet monthly one-on-one with their RDs within the first half of each month.
 - O. All RAs are expected to check and respond to their phone, mail and e-mail messages in a timely manner. In non-emergency situation they are expected to respond within 24 hours.
 - P. RA's are required to attend all scheduled training workshops, orientation and in-service training sessions. If an RA is excused, they are required to meet with their building RDs during the same week of the meeting to review the meeting minutes and to assure that they are aware of events, activities and concerns.



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- Q. Each RA is required to participate in the Staff Selection Process.
- R. RAs are expected to complete any/all administrative tasks as assigned. Accuracy, timeliness and attention to detail are expected. Examples include room inventory forms, incident reports, communications log entries, programming evaluations, etc.
- S. RAs are expected to participate in the overnight Student Host Program serving as a back-up host, if a current host is unavailable for student interviewing at SUNY Downstate.

III. TIME AWAY

- A. This contract is for 12 months beginning May 1, 2016 until April 30, 2017. RA's are allowed to take time away not to exceed one month or a four week away elective. RAs must inform the Director of Residential Life and Services in writing, at least 30 days in advance of any period during which they will be absent from the residence halls in excess of 3 nights. This includes any absences due to clerkships, rotations, affiliations and internships. All requests for leave are subject to approval.
- B. RAs are expected to be available, and on campus during their on-duty week, single duty days, and during all times when there is student coverage (i.e., 5 pm. - 8 am. Mon. - Fri. + 24 hours on weekends and legal holidays). Any alteration to the established on-duty schedule must follow the established procedures. Specific on-duty guidelines will be established by the Office of Residential Life and Services. Failure to cover or be available for on-duty assignments may result in immediate termination from the RA position.
- C. RAs are permitted to take up to one weekend away per month depending on scheduling. RAs are expected to reside nightly in their room. While halls are open, time away in excess of one weekend away will not be permitted unless the Director of Residential Life and Services grants special permission.
- D. During times the university is closed (legal holidays, winter and spring breaks) a 'Single Duty' schedule is created. During 'Single Duty' days where the RA will be away for more than 3 nights, the Director of Residential Life and Services must be notified in writing in advance of being away.
- E. During the summer months (i.e., June 1st – July 20th) RAs may take vacations. However, they must cover all assigned on-duty periods. All scheduling must be covered by all RA/RDs to assure ample coverage. NOTE: For all periods that the RA will be away for more than 3 nights, the Director of Residential Life and Services must be notified in writing, in advance of being away.
- F. RAs may not schedule electives, internships, clerkships, rotations, or affiliations which will require their absence (live-away) from the residence halls in excess of their one month or four week away elective. The RA agrees to notify the Director of Residential Life and Services of all scheduled internships, clerkships, rotations or affiliations at least



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30 days in advance. All requests for leave are subject to approval. Even when absent for an extended period for an approved internship, rotation, clerkship, or affiliation, the RA is responsible for completing all assignments and must provide contact information so the Office of Residential Life and Services is able to contact them as needed.

- G. Global electives are not permitted as it will take RAs away from the residence halls during their last month of employment.

IV. TERMS OF EMPLOYMENT

- A. RAs are employed on an annual basis, the period of such employment commencing on May 1, and ending on April 30 of the following year. The position may be reinstated only upon the agreement of the Assistant Vice-President for Student Life, the Director of Residential Life and Services and each of the Resident Directors. Continuation of such an appointment will be verified in writing by the Director of Residential Life and Services.
- B. Each RA will be required to participate in a quarterly evaluation process during each academic year.
- C. Termination of employment by the RA, except withdrawal from SUNY Downstate Medical Center, must be accompanied by 30 days advance notice, in writing, to the Director of Residential Life and Services. If the RA terminate their employment for reason other than the exception, the RA will be fiscally responsible for their room charges until the end of the contract period. Termination of employment of a RA by the Director of Residential Life and Services must be given by written notice. It will include a statement of the reasons for such action. The resident assistant will be financially responsible for the balance of their academic year contract for living in the residence halls.
- D. RAs report directly to the RDs of their assigned buildings.
- E. This agreement may be terminated any time, at the discretion of the Director of Residential Life and Services when the RA, in his/her duties, has acted in a manner not in the best interest of SUNY Downstate Medical Center. In such cases, the RA may be required to vacate the assigned apartment, but may, with the consent of the Director of Residential Life and Services, be reassigned elsewhere in the residence halls. The resident assistant will be financially responsible for the balance of their academic year contract for living in the residence halls.
- F. RAs must be full-time students in good academic standing at the University. RAs are expected to immediately notify the Director of Residential Life and Services of any change in status of these two conditions. This includes any academic or medical leave of absence.



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V. KEY CONTROL POLICY

- A. All keys assigned to staff are that staff member's responsibility to ensure security and proper use. No key may be duplicated unless done so through a FM&D maintenance request and approved by the Director of Residential Life and Services. Due to the access it provides, loss of the office key will minimally result in probation and reparations paid for the cost of a lock changes and re-cut keys.
- B. As an RA, you will be the first response person to many emergency situations. To ensure the most effective response system, building master keys are made available to you.
- C. The safety and security of our students is reliant upon the responsible use and control of these keys. You are expected to use master keys only when all other key sources have been exhausted in administrative procedures or when necessary in emergency situations.
- D. It is expected that master keys will never be misused for inappropriate access to student rooms, restricted administrative offices, or mechanical areas. You are expected to follow key control procedures as specified and report any losses.
- E. This also serves as notice to you that if master keys under your supervision are lost or misused, disciplinary action may be taken. This may result in probation, termination of employment or reparations.

VI. REMUNERATION

- A. In return for services rendered, the RA will receive a rent waiver for a one bedroom apartment and be assigned a space therein, unless otherwise specified by the Director of Residential Life and Services.
- B. Each RA will receive a space in the parking garage, provided that the parking fee is paid and all necessary guidelines established by the Parking Office are followed. **RAs may only obtain parking for a car that is registered in their name or their parent's name.** R.A's will not share their parking pass with anyone else, on or off campus.
- C. Each RA will be provided an air conditioner window unit for their apartment.

**I HAVE READ THE TERMS OF THIS CONTRACT AS OUTLINED AND
ACCEPT THE CONDITIONS OF EMPLOYMENT DESCRIBED THEREIN.**

(Signature of Resident Assistant)

(Date)

(Signature of Director of Res. Life & Services)

(Date)

(Signature of AVP for Student Life)

(Date)