

**Resident Assistant  
RESIDENCE LIFE  
CONTRACT  
2013-14**

You are hereby notified that you have been appointed to a position on the Residence Life Staff as a **Resident Assistant** for the academic year of 2013-14. Your service begins on **Friday, August 16, 2013**, and runs through **Monday, May 5, 2014**.

**The following are expectations for you as a Resident Assistant:**

1. You will have direct responsibility for the supervision of your assigned living area. This includes:
  - Check in /check out of residents
  - Mediation of conflicts
  - Maintenance of university lifestyle policies
  - Being on campus on Halloween night, Thursday, October 31, 2013 from 11:00 p.m. to 7:00 a.m.
  - Not leaving campus until 5:00 p.m. the night before holiday breaks.
  - Closing your living area at Christmas Break.
  - Closing your living area at Spring Break.
  - Closing your living area at the end of the school year.
  - Be on campus and available the week-end before finals and during finals week as determined by your AC.
2. Maintaining a standard of personal conduct consistent with your responsibilities, being subject to the same policies you will enforce.
3. Having a complete knowledge of and willingness to enforce all policies as listed in the GFU Student Handbook.
4. Fulfilling your RA duty/round responsibilities as scheduled by your AAC (8:00 p.m. – 8:00 a.m.).
5. Committing to the safety of yourself and your residents by having current First Aid and CPR certification prior to the beginning of your contract.
6. Spending a minimum of 3 nights per week in your living area (this includes the night you are on duty in halls). This involves intentionally seeking out and being available to students in your living area during these times.
7. Committing to your own learning and training as a student leader by attending:
  - The *Walkabout* (CHMN 235) experience August 18-23, 2013. You may arrive on campus Friday, August 16 as early as 8 a.m.; but must be on-campus by 3:00 p.m.
  - *Residence Life In-Service*, August 24 - August 28, 2013. You are also required to be present for *New & Returning Student Orientation Weekend*, August 29 – September 1, 2013.
  - All individual meetings with your AC.
  - Participation in the Leadership Seminar (LEAD 360)
  - Winter & Spring Residence Life In-Service Training sessions. (Times and dates TBA).
  - Spring check-out preparation meeting in April.
8. Committing to the development and support of fellow staff members by:
  - Attendance at all weekly area staff meetings.
  - Participation in Fall & Spring Staff Retreats.
  - Attending Residence Life Spring Banquet in April.
9. Committing to the development of physical, spiritual, relational, intellectual and cultural growth among campus residents by:
  - Facilitating, leading, or delegating leadership for a Bible Study/Small Group, prayer, or worship time in your living area independently or in cooperation with the Spiritual Life Dept. **[ongoing through the year]**
  - Planning and implementing **one** activity with your Brother-Sister Community **[per semester]**.

- Planning and implementing **one** relational and **one** educational program for your house /apt./floor **[per semester]**.
- Planning and implementing **two** educational programs for your residential living area under the supervision of your AC **[per year]**.
- Planning and implementing **one** educational program for campus under the supervision of Residence Life **[per year]**
- Participate in the development of a programming strategy to meet the needs of your specific area.

**In addition to the expectations above, you are asked to uphold the following:**

1. Additional employment, volunteer work, or involvement in other campus or off-campus organizations and teams shall be limited and subject to consultation with your Area Coordinator. (RAs are not permitted to work or volunteer more than 5 hours per week)
2. You are expected to model a commitment to your academic work by the maintenance of a 2.50 cum. GPA each semester of appointment.
3. You are expected to model to your residents a commitment to campus life by spending at least half of the weekends of each month on campus.
4. Fulfill other duties and responsibilities listed in job description as assigned by the AC or Residence Life.

**Dates for being on campus:**

Beginning

Friday, August 16, 2013 - 3:00 p.m.  
 Saturday, January 10, 2014 - 3:00 p.m.  
 Sunday, March 30, 2014 - 5:00 p.m.

Ending

Saturday, December 21, 2013 - 12:00 p.m.  
 Saturday, March 22, 2014 - 12:00 p.m.  
 Monday, May 5, 2014 - 12:00 p.m.

The agreement to accept this appointment is subject to the policies and regulations of the Board of Trustees regarding cooperation with the administration, loyalty to the university and its mission, efficient performance of duties, worthy and exemplary conduct, completion of additional duties deemed necessary by the Area Coordinator and/or Associate Dean of Students, agreement with the policies, principles, and standards of the university. Your financial compensation for your service in this position will be a full deduction of your housing fees. This will be deducted from your total cost of attendance in your financial aid package.

**I hereby accept the above appointment and promise to serve wholeheartedly in carrying out the duties attendant to this appointment. I agree, by God's help, to live an exemplary Christian life, to work cooperatively with the staff and administration, and to support the policies of the university. Prior to making additional time commitments to my schedule, I will consult with my AC.**

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date

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 Signature of Resident Assistant

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 Area for which responsible

\_\_\_\_\_  
 Signature of Associate Dean of Students or  
 Associate Director of Residence Life

\_\_\_\_\_  
 Date