Resident Assistant Expectations

It is understood that a para-professional position in the residence halls cannot easily be translated into hours worked per day or week because of the unique nature of the work. The time commitment, however, is considered to be a general agreement between the Resident Assistant (RA) and the Wichita State University (WSU) Housing and Residence Life Department. A reasonable schedule for this work will be determined in each building and will include a combination of regularly scheduled responsibilities (i.e. staff meetings, one-on-one meetings with supervisor, student advising, etc.) and availability time (i.e. being present on the floor and interacting with residents, being on duty, responding to emergency situations, etc.). The RA will:

1. Expect to work an average of 20 hours weekly (The first few weeks will be the exception due to RA Training [30-35 hours per week]).

2. Be available to and effectively seek out interaction with the residents of the floor.
   - In the eyes of residents, the most important factor in evaluating their RA is his/her availability. To effectively demonstrate this, the RA will need to spend a significant amount of time during normal waking hours on the floor, visiting residents, etc. To be perceived as approachable, an RA must respond to all residents in a friendly manner, avoid the appearance of exclusive relationships, and perform his/her duties in a fair and consistent manner.
   - Be available on the floor an average of three nights each week. A night is defined as beginning at 7p.m., and continuing until midnight. Regularly scheduled duty nights are considered to be available nights.

3. Understand that time spent on the floor and accessibility to residents should regularly exceed time away from the floor or time the RA is inaccessible to residents.
   - All RAs are expected to be available, readily accessible, and able to effectively respond to residents within their hall an average of three nights per week. The Residence Life Coordinator (RLC) will coordinate RA time-off requests in order to ensure proper coverage of the building and presence of student staff. This will require RAs to submit requests for time off in advance to facilitate in planning activities that would require them to take a night away from the building.

4. Understand that RA responsibilities have priority over all other extracurricular activities, and, therefore, the RA should discuss all outside commitments with the RLC prior to committing to these groups.
   - The RLC will evaluate the ability of the RA to continue performing his/her RA responsibilities up to established standards. A record of the RA's outside time commitments will be kept. Performance below expected standards will necessitate the RA relinquishing the outside time commitment.
   - RAs may be prohibited from serving as an elected official and/or in outside student organizations due to time restrictions and/or conflicts of interest.
5. Education and learning is the common goal of all WSU students. As a role model, it is important that an RA remain in good academic standing with WSU. To remain in good standing, Resident Assistants must be enrolled in classes (full-time status) each semester and making progress toward a degree. RAs must maintain at least a 2.5 cumulative Grade Point Average throughout their period of employment.

6. Compensation for this position will consist of the following:

- Room and Board (will be reported for FAFSA purposes-Financial Aid)
  - Timekeeping for RA responsibilities is not required. The expectation is that RA responsibilities require approximately 20 hours/week. This is compensated via room and board.
  - RA is permitted to seek additional work on-campus. In accordance with University policy and as permitted by federal law for international students with F-1 or J-1 status; International students are limited to 20 hours while class is in session. Therefore only when classes are not in session can they work an additional 10 hours.
  - Domestic students – may seek additional work on campus up to 10 hours per week when classes are in session. May work up to 40 hours per week when classes are not in session.
  - Additional time worked as a student employee must be accurately reported and compensated.

**Typical Weekly Breakdown**

- 2 hour staff meeting
- 1 hour one on one meeting w/ supervisor
- 2-3 hours planning and implementing hall programming
- 1 on-call duty night (5 p.m. – 8 a.m.) in the hall and available via on-call phone (4 hours)
- 3 nights in the hall available to residents (7-10 hours/week)
- 2.5 hours at information desk

_**I have read and understand the preceding information and the expectations. I understand the expectations and conditions listed above, and those in the Job Description, as well as any reasonable additional expectations established by my Residence Life Coordinator.**_

________________________________________  ______________________
Resident Assistant  Date

________________________________________  ______________________
Residence Life Coordinator  Date
Resident Assistant Expectations - IN DETAIL

The Resident Assistant assumes a role of leadership in all aspects of on-campus living, including carrying out the mission of the department. As an employee of Housing and Residence Life, staff members are expected to follow these standards of conduct in executing their responsibilities in their daily lives.

PROFESSIONALISM AND ETHICS

1. Practice and model standards of personal behavior that serve as a good example for residents.
2. Refrain from any language or behavior that may be deemed questionable, unethical or offensive towards specific individuals or groups.
3. Convey a positive attitude toward the Resident Assistant position and its duties and responsibilities.
4. Convey a positive attitude toward Housing and Residence Life and Wichita State University.
5. Staff are not to be involved in dating relationships with his or her residents.
6. Keep supervisors informed about what is happening on the floor, in the building, and with fellow staff.
7. Do not speak to the media, press, or parents in the official capacity of a Resident Assistant for Housing and Residence Life or Wichita State University without permission from the Associate Director or Director of Housing and Residence Life.
8. Exercise authority wisely – avoid using positions to further personal agendas, such as religion, values, etc.
9. Avoid preferential treatment of residents or other staff members.
10. Maintain confidentiality, as appropriate, related to resident issues. Do not promise complete confidentiality, because others may need to know.
11. Do not transport students to local hospitals. Contact the WSU Police Department to provide transportation if a student is ill or injured.
12. Confront all student behavior or infractions which disrupt the environment in a positive, educational, and professional manner.
13. While performing HRL duties (including all meetings, duty, desk shifts, etc.), all staff are to refrain from wearing apparel from a university other than Wichita State.