

Peabody Institute of the Johns Hopkins University
Office of Residence Life, Housing, and Summer Conferences
Resident Assistant Contract
2020-2021

I hereby agree to the following statements as standards for my performance as a Resident Assistant (RA) for the 2020-2021 academic year. I understand that these job responsibilities and expectations shall be binding unless the Associate Director of Residence Life (ADRL), or designated official makes an explicit exception in advance and in writing.

Eligibility:

1. Enrolled as a full-time student in good standing in a degree program or certificate program.
2. Maintain a 3.0 semester grade point average in addition to a 3.0 cumulative GPA, take a minimum of 30 credits (Undergraduate) or 18 credits (Graduate) per academic year, or a credit load sufficient to be making satisfactory progress in a diploma program, and maintain a B or better in lessons. Should my semester or cumulative GPA fall below a 3.0, I understand that I will meet with the Associate Director of Residence Life or designated official and agree on an action plan to bring up my GPA.

Time Commitment:

3. Actively participate in staff training, weekly staff meetings, weekly one-on-one supervisory meetings, and the opening and closing of the residence halls, among other duties. Specific requirements to note:
 - a. Start / release dates for this position are as follows. Note that RAs are required to remain on campus and provide duty coverage during university breaks when the Residence Halls remain open.
 - Arrive on campus no later than 4:00pm on Tuesday, August 11, 2020 for fall training.
 - Remain on campus through 5:00pm on Saturday, December 19, 2020 for hall closing duties.
 - Return to campus by 4:00pm on January 13, 2021 for spring training.
 - Remain on campus through 2:00pm on Thursday, May 27, 2021 for grad week and hall closing duties.
 - b. Participate in move-in and new student orientation activities.
 - c. Attend weekly one-hour staff meetings.
 - d. Attend bi-weekly, thirty-minute supervisory meetings with the Associate Director of Residence Life.
 - e. Represent the Office of Housing & Residence Life at assigned Audition Week activities.
 - f. Participate in periodic evaluations.
 - g. Participate Student Affairs events as requested.
 - h. Serve in an on-call duty rotation. Duty shifts begin at 7:00pm and end at 8:00am the following day. RAs are on duty approximately 15-16 nights per semester, which can include both weekday and weekend coverage.
 - i. Assist with the recruitment of 2021-2022 Resident Assistant applicants.
4. The Resident Assistant position is my primary employment. I understand that I am not allowed to hold a Graduate Assistantship if applicable and that all outside commitments shall not exceed 10 hours per seven-day week. I agree to have all other employment approved, in advance, by the Associate Director of Residence Life or designated official.
5. I understand that the RA position is a demanding one. Consequently, I shall use my discretion in constructing my course schedule and to refrain from enrolling in an unnecessarily heavy course load. **I shall limit my credits to 22 per semester (for undergraduates) or 19 per semester (for graduates)**, unless otherwise approved by the ADRL or designated official. If a conflict occurs between the position and class schedules, the ADRL or designated official may ask me to drop any courses not required for my degree program.
6. In order to remain available to my residents, I agree to make the residence hall my primary residence, and I understand that I may spend no more than 14 nights off-campus, for whatever reason, per semester. Any additional time away will be granted at the discretion of the Associate Director Residence Life or designated official.

I understand that extended absences may also adversely affect my ability to maintain a presence on my floor and support my co-workers who are on duty. I agree to obtain advance permission from my supervisor for absences from my floor that are greater than 24 hours or will require me to spend the night outside of the Baltimore metro area.

7. I understand that work in the residence hall is not easily translated into hours worked per day or per week and may vary throughout the academic year. I agree to spend the necessary amount of time in the hall and on the job to be available to my residents, address needs as they arise, develop a positive community on my floor, and to contribute effectively to the needs of my fellow RAs. If my work time significantly and consistently exceeds a reasonable amount of time, I am obligated to notify the ADRL or designated official. Time commitments for the job include:

Terms of Employment

8. I shall engage in and document two (2) intentional conversations with each resident per semester in order to help build stronger relationships. I shall also provide at least three (3) programs each semester that are outcome-based and follow the model presented at training. I shall provide a program evaluation within **one week** of the program completion. In addition, I will develop an educational bulletin board each month based on the model provided during training.
9. I shall maintain confidentiality concerning all residents and protected student information. Discussion of confidential information, even with necessary persons, shall not occur in public areas. Nor shall I engage in gossiping or negative discussions regarding student staff, professional staff, or residents. I shall make sure that any confidential materials in my room are properly locked and stored so that residents do not have access to them.
10. I shall model positive behavior and uphold the Johns Hopkins University Student Conduct Code, the Residence Hall Contract, and all applicable city, state, and federal laws. I understand that if I should violate the Student Conduct Code, the Residence Hall Contract, or any city, state, or federal laws, I may be subject to termination in addition to disciplinary action under the Student Conduct Code.
11. I will not, at any time, engage in or remain in any area or premises where illegal drug or alcohol use is occurring.
12. I shall respond to student behavior that is in violation of campus policies and procedures. I shall confront the action in question and submit a complete and objective communication report immediately.
13. During times where I am scheduled to serve on-call, I shall remain on campus and available to respond to situations that may arise. I will ensure that I am not scheduled for commitments during times that I am on-call, to include scheduled classes, rehearsals, and performances. I will complete a minimum of three (3) rounds throughout all of the campus residences each night that I am on on-call and submit the appropriate log immediately upon conclusion of my on-call requirements.
14. I shall maintain availability to residents and staff during evening hours and weekends, which may include providing hall coverage during some vacation and holiday periods when the residence hall remains open.
15. I shall understand that dating or having intimate physical contact with residents living on my floor and/or other staff members can negatively influence the dynamics of my job and I am aware that the following is outlined in the JHU Personal Relationships policy (HR043): "Individuals should not initiate or consent to Personal Relationships with individuals over whom they hold academic or professional influence, such as as when one student/trainee is a teacher, teaching assistant, grader, resident advisor/assistant, research or clinical supervisor of the other, regardless of whether the students/trainees are within the same enrollment status or different statuses."

Therefore, if potential for such a relationship should develop, I agree to notify the ADRL or designated official. I understand that dating anyone on my floor may require one of us to move.
16. I shall not drive residents in my RA capacity including, but not limited to, health and safety transport and transportation to events.
17. I shall respond to all job-related e-mails within 24 hours and will copy the ADRL or designated official on any e-mails regarding the residence hall.
18. I understand that the RA position requires that I be responsible for keys that provide access to residents' bedrooms and other Peabody facilities, a responsibility that is taken very seriously. I will not grant anyone access to residence hall rooms to which they are not officially assigned. Should I lose any assigned keys, I will notify the ADRL or designated official immediately. I understand that negligent and/or inappropriate use of work-related keys may result in termination, disciplinary action under the Student Conduct Code, and financial responsibility for re-keying spaces as needed.

19. I understand that the RA position may requires additional duties and responsibilities as determined by the ADRL or designated official in response to shifting student needs.

Compensation will consist of a grant equal to the current cost of a private bedroom and unlimited meal plan.

Failure to fulfill the responsibilities of this position may result in termination of employment. I understand that this contract becomes null and void, and compensation will cease as of date of termination. Termination does not preclude other sanctions from the University based on violations of the Student Conduct Code, Residence Hall Contract, or other university policy.

In compliance with university and department policy, as well as state and federal law, the RA position is designated as a Campus Security Authority, Responsible Employee, and Mandated Reporter. I understand that I will be required to report to the appropriate JHU office or outside agency any information that I encounter regarding reportable crimes, child abuse or neglect, or other issues and concerns regarding JHU students, staff, and guests. This may include information obtained while performing job duties, or through un-related social engagement.

The Associate Director of Residence Life or other designated official reserves the right to modify or change the terms of this contract and will provide notice of any such changes.

I understand that the duration of my employment and terms and conditions of this contract are effective beginning the date I move into my assigned residence hall room and ending at the conclusion of post-commencement closing duties. A re-application interview process will be held in the spring semester for RAs interested in applying for a position in the subsequent year.

I accept the Resident Assistant position at the Peabody Institute of the Johns Hopkins University as outlined above for the academic year 2019-2020.

Resident Assistant (please print name)

E-mail

Resident Assistant Signature

Associate Director of Housing & Residence Life

Cell Phone #

Date

Date