Residence Life Mission Statement:

“Living in the residence hall is an integral part of the educational process. In support of the School’s mission, the residence life program was developed to create a living-learning environment that enhances the individual’s academic, artistic, and personal growth and development; to provide facilities which are safe, clean, and well-maintained; and to support student life on and off campus.”

Summary of RA Position:

Resident Advisors (RAs) are an essential part of the Residence Life team. They actively collaborate with Residence Life professional staff members and the Office of Student Affairs to achieve the mission of the department. RAs have the opportunity to create and maintain a strong community that positively influences students’ growth and development. RAs serve as a reliable resource for students and support students to achieve their educational and personal goals. They assist students by providing support, information about on campus resources, roommate mediation and conflict resolution. RAs support students in crisis, and maintain community and facilities standards. Through programming and community development, RAs also offer opportunities for students to learn, engage with each other, develop interpersonal relationships and enjoy the college experience. RAs also serve on a Residence Life Committee that collaborates with other SAIC departments and professionals to provide community-wide programming.

RAs serve as role models on their floors, in the halls and in the greater SAIC community. They are provided with extensive training in areas such as interpersonal communication, organization and time management, group/programming facilitation, conflict resolution, crisis management and leadership development.
Qualifications:
All RA applicants must:
- Be a full time enrolled student for the 2015-2016 academic year
- Be a current SAIC degree seeking student for at least 1 semester prior to applying
- Be in good academic and conduct standing with SAIC and eligible for on-campus housing

Complete RA Position Description:
The following position description outlines the significant expectations for which Resident Advisors are responsible.

Please note: The School of the Art Institute reserves the right to make reasonable amendments to this position description and terms of agreement. Any such amendments will be distributed in writing to the then-current Resident Advisors.

Community Development Responsibilities
A core responsibility of each RA and the Residence Life staff team is to create a living environment that is conducive to the academic, personal and artistic growth of residents. The desire to positively impact the SAIC community is absolutely necessary for a successful RA.

Residence Life provides all RAs with guidelines for Community Development Expectations during training. These guidelines encompass all aspects of RAs responsibilities regarding Community Development and are abbreviated here. As an RA, you must:
- Know your community
- Promote relationships between residents on your floor
- Create and implement educational and social programming
- Advise and assist residents
- Conduct monthly floor meetings
- Create and maintain educational bulletin boards
- Attend and support residential and SAIC community-wide programming
- Serve as a member of a residence life committee
- Create a collaborative art project with your floor community

On Call and Crisis Management Responsibilities
RAs serve as first responders to many of the student and facility concerns that arise in the residence halls. It is expected that RAs be familiar with Residence Life Policies and Procedures as described in the Student Handbook. During training, RAs are trained in emergency response protocol and are able to practice their response skills. All RAs serve in an on-call rotation in the residence halls. The on-call system is designed to provide residents a dedicated staff member during times when the office is not open. RAs who are on call are required to be present in the building and must be available to handle emergencies or other building needs.

While on call, RAs monitor student needs, assist with student concerns, confront possible policy violations, and identify facility concerns through scheduled rounds of the building. The on-call rotation will be scheduled at the beginning of the semester, and generally require an RA to be on call approximately one night a week and approximately one weekend a month. RAs will also be required to be on call during school holidays and breaks. Scheduling is discussed below in the Terms of Agreement.
Staff Team Member Responsibilities

RAs are responsible for building community on their floors, and they are also members of the Residence Life Staff team. This team begins forming once all of the staff has been hired for the next academic year. It is comprised of RAs, Senior RAs, student Office Assistants, and Professional Staff members. RAs must support their fellow staff members to ensure the overall success of the staff team and the overall success of community development in the residence halls. Outlined below are RA responsibilities that ensure a unified and positive staff team. As an RA, you must:

- Attend and participate in weekly staff team meetings
- Participate in training and staff development activities
- Get to know members of the staff team
- Assist other staff members
- Promote and attend other staff members’ programs and events
- Fully participate in your assigned committee
- Actively seek and utilize feedback to improve your performance
- Attend weekly supervision one on one meetings with your supervisor
- Meet with your Senior RA Mentor
- Actively solicit team members’ advice and support
- Complete and utilize a self-evaluation each semester

Administrative Responsibilities

RAs complete a variety of administrative duties during their time as a staff member. These include, but are not limited to:

- Timely completion of required paperwork:
  - Weekly Community Update reports
  - Program Planning and Evaluation forms
  - Floor Meeting Reports
  - Self-evaluations each semester

- RAs must assist in ensuring that the Residence Halls are fully operational by:
  - Assisting in preparation for Fall and Spring Openings: this includes manual labor to prepare residence hall rooms [Ex. Removing old furniture, supplying new furniture, setting up room configurations]
  - Completing Room Condition Reports
  - Completing Health and Safety checks and forms
  - Assisting at Housing Renewal
  - Assisting at all move ins and move outs

- RAs must have excellent communication and interpersonal skills. This includes:
  - Responding to emails and voicemail messages within 24hrs.
  - Effectively communicating thoughts and actions through written or verbal updates
  - Notifying SAIC Campus Security and Residence Life staff promptly in the event of an emergency
  - Consulting with your supervisor(s) and SRA Mentor regularly to discuss performance and personal concerns
Terms of Agreement
Please note: The School of the Art Institute of Chicago reserves the right to make reasonable amendments to these Terms of Agreement. Any such amendments will be distributed in writing to the then-current Resident Advisors.

1. Period of Agreement
   a. The period of RA employment is for the full academic year. This includes Fall training, which begins in August prior to the Fall semester, and lasts through closing after Spring Semester Finals period.
      - The tentative dates of employment for the 2015-2016 Academic year are: Monday, August 10, 2015 through Friday, May 27, 2016
   b. SAIC Residence Halls are open school holidays and breaks. RAs must be available during these times. RAs can expect to work either Thanksgiving or Spring Break, to be determined during RA staff meeting and/or training.

C. Important Dates: RAs MUST attend the following:
   - First RA Staff Meeting: Friday, March 27 at 5pm
   - RA Move In: All RAs must be moved into their fall rooms no later than 5pm on Sunday August 9, 2015
   - RA Fall Training and Fall Opening: Monday, August 10, 2015 through Thursday, September 3, 2015
     Please note: During Fall Training and Fall & Spring opening, RAs are not allowed to take classes or work elsewhere. You must be available for all days during training, including weekends.
   - Family Weekend: Exact time TBD, typically the 1st or 2nd weekend in October
   - RA Winter Training: Thursday, January 14, 2016 through Tuesday, January 19, 2016
   - Spring Opening: Tuesday, January 19, 2016 - Sunday, January 24, 2016
   - Spring Move Out: Saturday May 7, 2016 and Sunday May 8, 2016

2. Time Commitment
   a. Work Load:
      - RAs must hold the RA position as their primary non-academic commitment from Monday, August 10, 2015 through Friday, May 27, 2016. Any additional non-academic commitments taken on during this time must be discussed with your supervisor.
      - Because of the nature of this position, it should be understood that work as a staff member in the residence halls is not easily translated into hours worked per day or week, and the time as a role model spent is a 24/7 position.
      - As a general guideline RAs should expect a minimum of 25 hours per a week of regularly scheduled responsibilities (e.g., time on floor, staff meetings, on call duty, etc.).
      - RAs are expected to sleep in their own residence hall rooms and be available by phone each night unless a night away has been approved by your supervisor.
b. **Course Load:**
- RAs who are undergraduate students must attempt and pass at least 12 credit hours per semester, but may not exceed 15 credit hours per semester without prior approval from Residence Life.
- RAs who are graduate students must attempt and pass the required full time credit load of their academic program, but may not exceed more than 15 credit hours per semester without prior approval from Residence Life.
- RAs must maintain good academic and conduct standing.
- RAs have an obligation to inform Residence Life if they have been placed on academic warning, probation, or did not receive credit for any attempted credit hours.

C. **Time Off:**
- RAs are encouraged to take one weekend away from the building each month, subject to prior approval by your supervisor.
- Scheduling time off is done on a first-come, first-served basis to ensure that there is an adequate number of RAs sleeping in the building on any given night.

d. **RA Placement/Room Assignment:**
- Placement of an RA to a specific building and floor is completed by Residence Life based on the needs of the community. While unlikely, Residence Life retains the right to change housing assignments at any point during the year.

e. **Outside Employment:**
- Due to the nature of the RA position, all employment outside of the RA position must be approved by your direct supervisor.
- RAs must have a conversation regarding outside employment, including other jobs at SAIC, **before** the RA begins working with that employer.
- Employment is typically limited to no more than twelve hours per week if taking 15 credit hours and fifteen hours per week if taking 12 credit hours.
- Employment must be scheduled after all RA obligations are scheduled (including, but not limited to, on-call, staff meetings, and one-on-one meetings).
- The RA could be asked to discontinue outside employment if the RA’s job performance is not meeting expectations or if the RA is not in good academic standing.
- RAs may not hold outside employment or take classes during the important dates listed above.

3. **SAIC Student Leadership Responsibilities**
   a. RAs are also considered leaders throughout campus and are looked upon to represent the SAIC Student Body and to provide support to all students, including those who are not in the Residence Halls.

   To uphold this standard, at all times RAs are expected to:
   - Act with integrity, maturity, and responsibility
   - Abide by all local, state and federal laws
     Please note: RA’s are expected to inform residence life if they are convicted of any crimes which violate local, state, or federal laws
   - Abide by policies set forth in the SAIC **Student Handbook**
   - Be familiar with and enforce all SAIC policies and procedures
   - Support other departments at SAIC
- Take initiative to positively impact the community; be a role model
- Use electronic resources that are available to you as a student such as Facebook, Twitter, etc. responsibly. You must maintain a level of behavior and posting on these sites that is reflective of your leadership position.

*Failure to uphold the above standards may result in disciplinary action up to and including termination from the position*

4. **Dating Relationships Between RAs and RAs and a Resident:**
   a. RAs are highly discouraged to date fellow staff members in their building or residents in their hall because of the potential for damage to staff dynamics and the power difference that exists between residents and RAs. RAs do have the responsibility of notifying their supervisor when they begin to date or have an intimate relationship with a fellow staff member or resident, which may or may not include sexual activity.
   b. Failure to address or advise your supervisor of this type of relationship can result in a review of the RA’s performance.

5. **Remuneration:**
   a. Furnished Single Room
   b. Stipend of $500 dining dollars and $650 ARTICash stipend per term to be placed on RA’s ARTICard
      - Note: If an RA terminates their position for any reason or is terminated from the position, the RA will be responsible for reimbursing a portion of their stipend, which will be prorated based on the amount of time served in the Resident Advisor position
   c. Opportunities for personal and professional development through training, supervision and education

6. **Renewal of Position**
   *Please note: The RA Terms of Agreement are for the period of one academic year.*
   a. RAs interested in serving as RAs during the following academic year must participate in an application process.
   b. RAs who are re-appointed will not necessarily receive the same placement year to year.

7. **Termination and Disciplinary Procedures**
Failure to meet the terms in the RA Position Description, Terms of Agreement, and written expectations given to you during training may result in levels of disciplinary action including but not limited to warning, probation, and termination.