



2024 - 2025

Resident Assistant Agreement

The Resident Assistant (RA) position is a live-in, student leadership role within Department of Housing and Residence Life responsible for facilitating learning and positive community among residents, promoting a safe and comfortable living environment, and serving as a departmental and university representative and role model.

This 2024-2025 Resident Assistant Agreement (the "Agreement") describes the responsibilities and obligations of the RA position. Failure to adhere to these conditions will jeopardize the RA's eligibility for hire and current RA appointment status. Additional processes associated with these policies and expectations will be covered during RA Orientation, throughout RA Training, as well as through meetings or communications from the Department of Housing and Residence Life. All written materials covering such policies, processes, or procedures will be shared with RAs through the RA SharePoint once the RA has been fully onboarded.

- I. **Qualifications:** Candidates and RAs are responsible for informing a supervisor/Recruitment and Selection Task Force (RAselection@kennesaw.edu) of any changed circumstances that may impact their eligibility or ability to continue to meet these qualifications.
 - A. Enrollment: RAs must be enrolled as a full-time KSU student registered for no less than 12 (undergraduate) or 9 (graduate) hours for fall and spring semesters. Graduate applicants must have prior residence life experience. Candidates must have completed at least 1 semester of enrollment at KSU by start date.
 - B. GPA: RAs must have an Institutional GPA of 2.5 and 2.5 semesterly GPA at time of appointment and throughout the term of appointment. Candidates must pass a grade check at the end of the Fall and Spring semesters.
 - C. Pre-Employment Screen: Acceptance into the RA position is conditional upon the successful completion of the following pre-employment screenings:
 - i. Student Conduct Screening: RAs must be in good conduct standing at the time of appointment and throughout the term of appointment. RAs and RA candidates with pending misconduct matters with the Department of Student Conduct and Academic Integrity (SCAI) or who have been found responsible for violating KSU's Code of Conduct may be deemed ineligible for hiring or continued employment.
 - ii. Background Screening: Acceptance into the RA position is conditional upon the successful completion of a criminal background screen conducted by the Department of Human Resources at Kennesaw State University.
 - iii. Title IX Screening: RAs must be in good standing with Kennesaw State's Office of Institutional Equity (OIE) at the time of appointment and throughout the term of appointment. RAs and RA candidates with are under OIE investigation or who have been found responsible for violating KSU's Non-Discrimination or Sexual Misconduct/Title IX Policies may be deemed ineligible for hiring or continued employment.
 - iv. The Department of Housing and Residence Life ("HRL") reserves the right to conduct other checks as may be necessary to determine whether the RA or RA candidate is eligible for employment and/or is fulfilling or capable of fulfilling the expectations and responsibilities described in this Agreement.
 - D. RAs are required to complete a housing application, sign a housing license agreement and pay any associated application and residence life fees to live in on-campus Housing, excluding those fees described in the "Compensation."
- II. **Period of Appointment and Time Commitment**
 - A. Appointments are made for one academic year. The academic year is defined as fall and spring semester. An academic year appointment does not dictate a summer appointment or an appointment for the following academic year.
 - i. An RA must be able to serve a full academic year appointment beginning July 29th, 2024 and ending Tentatively May 17th, 2025.
 - B. The Resident Assistant position should be your priority after academic responsibilities. Additionally, extracurricular activities are not to conflict with the time needed to be available and accessible to residents or departmental expectations.
 - i. Other time commitments (i.e., jobs, internships, Co-Ops, Greek organizations, athletics/intramural, student organizations, community groups/organizations, etc.), which are referred to in this Agreement as "Outside Time Commitments" must be discussed with and approved by their supervisor. This

includes any time commitments that they may have had prior to appointment by the Department of Housing and Residence Life and any additional time commitments in the future.

- If your internship/co-op/student teaching is credited through KSU, please discuss it with your supervisor.
- ii. Outside Time Commitments cannot total more than 20 hours per week without the written approval of the RA's supervisor.
- C. RAs must be available for all dates listed within the 2024-2025 Commitment Calendar. Failure to uphold the 2024-2025 Commitment Calendar without prior notice may result in termination.
- D. As all residence halls are open during break periods (Fall Break, Thanksgiving Break, Winter Break, and Spring Break), some RAs may be required to work during break periods for on-call or other emergency response duties (i.e., fire watch). Not all RAs will expect to work during a break period but may need to be available. Failure to comply with the request could result in termination.
- E. All travel plans must be made in accordance with the RA Commitment Calendar schedule unless the RA's Supervisor approves such plans in writing. It is expected that RAs are able to attend all openings, closings, and training sessions. Failure to comply will lead to termination from the position.

III. Expectations

- A. Community Specific – Each community is unique, and staff will be provided with a set of community-specific expectations. RAs are expected to fulfill these as well as departmental expectations to meet the needs of their assigned residents.
- B. Ethical Standards: RAs will adhere to the following ethical standards while in the RA position:
 - 1. *Confidentiality*: Maintain confidentiality of all staff and students. RAs are required to protect all student records from disclosure, per the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"). RAs can find out more information about FERPA at the following website: ferpa.kennesaw.edu. RAs are also required to comply with all other applicable laws and reporting requirements, including, without limitation, Title IX of the Education Amendments of 1972 ("Title IX") and the Clery Act. Information regarding the Clery Act is available online at: <https://hr.kennesaw.edu/clery.php>. More information regarding Title IX is available online at: <https://equity.kennesaw.edu/titleix/title-ix.php>
 - 2. *Relationships*: RAs are strongly discouraged from engaging in romantic and/or sexual relationships with their community's residents. RAs are expected to consult their supervisor in the event that they think this cannot be avoided.
 - 3. *Codes of Conduct*: All Housing and Residence Life staff members are expected to comply with and uphold the KSU Codes of Conduct as well as state and federal laws and University or department policies.
 - 4. *Consistency*: RAs will be expected to treat all residents and staff members equitably. RAs are required to comply with [KSU's Non-Discrimination Policy](#) during the course of their employment.
 - 5. *Respect*: RAs will be respectful of all property and persons in any Housing and Residence Life community.
- i. Housing License Agreement Expectations - RAs are responsible for reading and understanding all terms and conditions of their Housing License Agreement. RAs may be assigned to a shared unit as part of their placement. If RAs resign or are released from the position, they will need to complete and submit a new Housing License Agreement to remain on campus. RAs who resign or are released from the position will be responsible for the same housing and associated fees as other residents once their position has been terminated or based on the date in their resignation letter or date of termination. RAs may be required to relocate to another housing assignment once their position has been terminated or they have resigned. Housing and Residence Life has sole discretion in making relocation decisions.
- ii. RA staff room assignments are only guaranteed throughout your appointed term.

IV. General Responsibilities

RAs are responsible for the responsibilities listed in this Section IV. The below responsibilities are not intended to be an exhaustive list. RAs are responsible for all the duties and obligations described in this Agreement and section, and for all such duties as otherwise assigned by their supervisor or any other professional staff member of the Department of Housing and Residence Life.

- A. Facilitate learning and positive community among residents
 - i. Actively and regularly engage with residents through the Residential Engagement Model.
 - ii. Utilize residents' feedback and needs in planning and implementing activities and events.
 - iii. Inform, refer, and connect residents with available KSU resources to support their success.
 - iv. Identify, support & facilitate activities that support the three learning goals of the department.
- B. Promote a safe and comfortable living environment
 - i. Prepare and evaluate the condition of living spaces during opening and closing periods for Housing

and Residence Life

- ii. Adhere to guidelines for de-escalating, confronting, and documenting incidents and assist residents through conflict resolution
 - iii. Serve in the on-call rotation to respond to after-hours crisis situations (the rotation may include weekends). Follow crisis response procedures and contact appropriate staff in the event of an emergency
 - iv. Promote an inclusive environment for all residents and create initiatives to maintain an inclusive community
 - v. Conduct Fall and Spring Room Inspections
- C. Serve as a departmental and institutional representative and role model
- i. Role model appropriate interpersonal, professional, and academic behavior that reflects positively on oneself, the staff, supervisor, department, and institution
 - ii. Utilize appropriate time management skills to maintain an appropriate level of involvement with co-curricular activities, personal obligations and interests, etc. so as not to interfere with academic performance or position responsibilities
 - iii. Demonstrate a positive attitude, enthusiasm, and pride for the RA position and the Department of Housing and Residence Life
 - iv. Uphold and abide by KSU Student Code of Conduct, Housing Contract, and department standards & procedures
 - v. Hold residents accountable to the Code of Conduct, Housing Contract, and Residence Hall Policies
- D. Administrative: RAs are responsible for completing administrative responsibilities within the community that contribute to the responsibilities listed in A-C.
- i. Submitting all required forms including but not limited to floor gathering proposals, duty logs, owl chat forms, and roommate agreements
 - ii. Attend required meetings or events such as 1:1s with supervisor and staff meetings as well as any trainings, workshops, institutes, or programs throughout the semester
 - iii. Weekly Staff Meetings: RAs are required to attend a weekly staff meeting. These staff meetings are pre-determined for the following times. RAs would only be excused from staff meetings given an academic requirement.
 - Kennesaw: TBD
 - Marietta: TBD

- V. **Compensation:** RAs are compensated in the form of a furnished, on-campus bedroom and meal plan subsidy valued at \$315. Compensation is based on a July 26, 2023 – May 17th, 2025 term, with KSU break days and semester breaks accounting for the remaining weeks of the year. Should an RA not fulfill all assigned duties through their release date in May, the RA will be subject to a charge on their student account which will be a proration of the cost of their assigned room, in addition to the standard improper checkout fee that is assessed for students who do not follow the proper checkout procedures. The improper checkout fee will only apply should the RA not complete the checkout process with the appropriate staff member. The prorated room expense will apply to any RA who does not fulfill their assigned responsibilities, including their responsibilities for the closing of the semester or academic year.

VI. Acceptance of Resident Assistant Position Agreement

- A. By signing this agreement, you indicate the following:
1. You understand that you are responsible for the careful review of the contents of this Agreement and any other documents related to performance expectations, any addendums to this Agreement, all community expectations as shared during Housing and Residence Life orientation, onboarding, and staff meetings, and the obligations of your Housing License Agreement.
 2. You have read, fully understand, and accept the terms and conditions outlined in this Agreement, the RA position description available online via the housing portal and the 2024-2025 Commitment Calendar, and you accept the RA position for the appointment term(s) associated with this position.
 3. You also understand that you are responsible for the Department's *Residential Handbook and Guide to On Campus Living*, Residential Experience Model, Housing and Residence Life training, policies, protocols or directives from your supervisor.
 4. You understand that the RA position is expected to be your first priority after academics. Involvement in other campus related activities or employment is not considered a rationale to forego RA responsibilities. RAs are expected to comply with Section II of this Agreement and must request approval from their supervisory chain to be excluded from any stated position responsibility or time commitment.
 5. You understand that there are resources available to assist you if you begin to struggle in your position as an RA or are no longer assured of your ability to fulfill the responsibilities of this position, including

services through KSU's [Counseling and Psychological Services](#). You are strongly encouraged to share any such concerns with your supervisor as soon as possible if you are experiencing challenges that may make it difficult to successfully continue in your position.

- B. Photograph and Video Use – As a member of the Department of Housing and Residence Life staff, pictures and/or videos will often be taken of you during training sessions, programs, meetings and other events. The department will use some of these images or videos in the course of developing marketing materials and publications. By signing below, you agree that persons employed by Kennesaw State University and/or the Housing and Residence Life staff may take photographs and/or videos of your participation in any Housing and Residence Life training session, program, meeting, or event and allow the use of these materials on behalf of the University and Housing and Residence Life without limitation or compensation, including the release of your name. **By signing below, you are releasing Kennesaw State University from any and all claims, actions, and liability related to its use of said photographs.**

I CERTIFY THAT I AM EIGHTEEN (18) YEARS OF AGE OR OLDER AND THAT I HAVE READ, UNDERSTOOD, AND ACCEPT THE TERMS OF THIS AGREEMENT.

Date: _____

RA Name (Print): _____

RA Name (Signature): _____