University of California, Irvine

RESIDENT ADVISOR AGREEMENT

STUDENT NAME:__________________________________________________________

RESIDENTIAL COMMUNITY:_________________________________________________

APPOINTMENT START DATE:____________

APPOINTMENT END DATE:____________

VALUE OF THE ROOM / BOARD (WHEN LIVING IN RESIDENTIAL COMMUNITY):

$ ___________ / $____________ per_________

The purpose of this agreement is to provide a clear understanding of the Resident Advisor role and responsibilities at University of California, Irvine ("UCI" or the "University").

1. GENERAL PROVISIONS

Each RA shall receive a job description developed by the University.

RAs in payroll title of 4944-Stdnt Rsdnc Halls (RA) perform a variety of duties on a live-in basis, the need for which is determined to a large extent by occurrences within the residential community to which they are assigned. This means responsibilities are, to a large degree, non-scheduled and may occur at any point within the 24-hour day.

RA responsibilities and duties do not conform to a standard work week schedule. The parties recognize that individual RA work schedules will vary. However, the RA work schedule shall be consistent with the needs and goals of Housing and Residence Life and shall be performed with the knowledge and consent of the University.

The RA position is a part-time position with an appointment for a full academic year. An RA will work, on average, nineteen and one half (19.5) hours per week. It is understood that an RA will work more than 19.5 hours per week at some points including but not limited to periods of time used for on call duty responsibilities, training programs, opening and closing of the residential community, special activities and campus crises. RAs are expected to be available and to respond during these periods of time as required. It is also understood that RAs will work less than 19.5 hours per week at other points in time. RAs understand they will be required to stay after the halls close to assist with closing the residence halls and return to campus minimally one day in advance to prepare the community for the start of each quarter.

Updated: 3.29.21
2. ON-CALL DUTY RESPONSIBILITY

Housing shall be staffed by RAs on-duty from 5pm until 8am the following morning Monday through Friday, and 24 hours per day from Friday 5pm through Monday 8am, and University Holidays when the office is closed. RAs on-duty must remain in their Student Housing assigned residential community throughout the on-duty shift, and must be available by the University duty telephone.

RAs on-duty are required to make rounds through Housing as specified by the University. The University may determine earlier ending times as appropriate. The University shall determine the number of RA on-duty each evening and shall determine an individual RA on-duty schedule which shall be set on a quarterly basis.

RAs wishing to swap their on-duty schedule with another RA may do so by mutual agreement of the RAs involved and with the consent of the University. The University shall not withhold consent unreasonably.

As determined by the University and provided seven (7) calendar days written notice is given to RA, the above on-duty schedules and hours may be changed. In extenuating circumstances the above on-duty schedules and hours may be changed by the University without such written notification given.

3. STAFF MEETINGS

RAs must attend all staff and supervisory meetings unless the RA has been exempt from attending due to a mandatory faculty scheduled review session, class, or exam that conflicts with said meeting.

RA staff meetings are Tuesdays 5pm-7pm weekly. Staff meetings shall generally last two (2) hours per week, except when circumstances arise that require longer or additional meetings.

RAs will be expected to attend regular one-on-one meetings with their supervisor as determined by their supervisor. When scheduled, one-on-one supervisory meetings can generally last one (1) hour, except when circumstances arise that require longer or additional meetings.

4. PRESENCE IN THE COMMUNITY

RAs are expected to maintain regular and consistent presence in the community. This includes presence during weekdays, weekends, and holidays. This time is in addition to RA duty shifts. RAs will need to be present in their community, available to their residents, and able to serve during community situations, scheduled or unscheduled, that require their support (ie. community emergencies, community wide events, etc.). If an RA needs extended time off
during the week, weekend, or for holidays, they must obtain prior supervisor approval.

5. PROFESSIONALISM

RAs are expected to consistently display a positive attitude toward fulfillment of the position’s expectations and responsibilities, and serve as a role model/ambassador for the University and department and Resident Advisor Staff. RAs are expected to act in a professional and appropriate manner. RAs understand that they are representatives of UCI Student Housing and must act accordingly. RAs are expected to contribute to the development of a consistent and cohesive staff, and are expected to adapt and respond appropriately to new and changing circumstances.

6. TERM OF APPOINTMENT

An RA’s term of appointment shall be no longer than one (1) year, which shall be defined as consecutive summer, fall, winter, and spring quarters, including all pre-service and in-service training, and opening and closing of residential community responsibilities, as scheduled by UCI Student Housing. However, RAs may be hired at different points in the year, so long as their appointment ends at the conclusion of responsibilities in the spring quarter.

All RAs are required to be in-residence and to participate fully in all training and operational activities which commence prior to the opening of the residential community. In addition, all RAs are required to complete all mandatory training that may be required by the University.

All RAs are required to stay through the completion of each closing of their assigned residential community during winter break and at the end of the year. RAs are required to be the last students to leave and the first to return.

All RAs must meet a minimal academic cumulative GPA of 2.4 and must be in good financial and judicial standing with Student Housing and the University to retain the RA position. RAs must be enrolled at UCI in a minimum of 12 units per quarter (undergraduate) or 9 units per quarter (graduate) during the academic year and maintain full-time student status. Exceptions are made on a case by case situation per review by the Associate Director of Residence Life.

Either the University or the RA may end this agreement, with or without cause, and with or without notice, at any time.

7. REMUNERATION

Remuneration will consist of room and board, with the exception of University closure dates. Board plan for the Residence Halls include full meal plan. Residence hall compensation includes full meal plan and Arroyo Vista includes partial meal plan and stipend.

Updated: 3.29.21
8. OUTSIDE COMMITMENTS

It is agreed that the RA job is the primary job and takes precedence over other employment or organizational involvement during the term of this agreement.

All current and future employment or organizational involvement must be discussed with supervisors before accepting.

The signature below confirms that the RA has received a copy of the current RA description and agrees to fulfill the duties therein by agreeing to the terms and conditions of this Agreement.

First Name: ________________________________________________
Last Name: ________________________________________________
Lived/Preferred Name: ______________________________________
Signature: _________________________________________________
Date: _____________________________________________________

Associate Director of Residence Life Name (First, Last): ____________________________
Signature: ____________________________
Date: ____________________________