

Department of Residential Life Mission Statement:

We provide a small school residential experience within a premier public university. Our dedicated staff and faculty educators engage with students in building strong communities that empower personal growth and academic success. Our 6 diverse residential areas offer Bearcats a comfortable home away from home.

Resident Assistant Position Overview:

As an employee of the Department of Residential Life, Resident Assistants (RAs) contribute to the mission of Binghamton University and the Department of Residential Life through a curricular approach to learning in the residence halls. RAs support the residential curriculum by engaging students through our educational strategies and connecting them to campus resources. RAs emphasize **belonging, well-being, life skills, and academic success** in their communities. To effectively perform the Resident Assistant position, RAs agree and adhere to the duties, expectations, and requirements outlined in this agreement below.

The RA position is approximately a 20-hour-per-week position and consists of both “active” time (approximately 10 hours) and “available” time (approximately 10 hours). Active time involves, but is not limited to, the following: Bchats with residents, facilitating community gatherings/community builders, creating bulletin boards, office hours, special assignments, staff meetings, on-going training/staff development, one on one meetings with supervisor(s), duty, and administrative responsibilities.



Part I: Building Community through BConnected

BConnected is an evolving philosophical approach to residential education that the department embarked on in Fall 2019. BConnected is an approach to residential education that is intentional in its approach and builds upon the skills students are gaining as a result of living on campus. BConnected is a departmental initiative that capitalizes on the skills and talents of every member of the Residential Life team. BConnected uses a variety of strategies (outlined below) to highlight the four main learning goals of Residential Life: **belonging, well-being, life skills, and academic success.**

- BChats - are structured conversations with each resident that occur three times per semester. Each BChat has a facilitation guide with questions to guide the dialogue. BChats must be documented to include information about the conversation.
 - RAs are expected to...
 - know all of their residents by the end of the first three weeks of classes and engage with each of their residents multiple times throughout the duration of the semester outside of the three required BChat sessions.
 - make all of their residents feel like valuable and important members of the community through active engagement in BChats and informal interactions.
 - document their BChats via RLStaff to help tell the story of the Binghamton Residential Experience and inform the department of residential needs.
- Bulletin Boards - are a chance to connect with residents through interactive presentations of information that encourage them to engage with the board and/or connect with campus resources.
 - RAs are expected to design and implement two bulletin boards per semester. At least one bulletin board must align with the learning goals of BConnected.
- Door Tags - are a decorative tool to help make residents feel more at home.
 - RAs are expected to design and implement one set of door tags per semester (one door tag per resident).
- Community Builders - are structured social activities with the purpose of building a sense of community and building connections.

- RAs are expected to design and implement a minimum of 4 community builders per semester in consultation with their supervisor(s).
- Community builders should be distinctly different from one another to appeal to the broadest range of interests residents may have. RAs are encouraged to develop community builders utilizing information gathered from BChats or informal interactions with their residents to best meet their community's needs.
- Community/Floor Gatherings- are a planned time for the community to come together and discuss provided topics (for example, closing information), have fun through icebreakers and activities, and allow time for community issues and expectations to be discussed.
 - RAs are expected to facilitate floor gatherings a minimum of two times per semester, with additional gatherings scheduled as necessary in consultation with the building supervisors.
- Community Presence - RAs are expected to be active members of their community, with high visibility and presence as part of their staff and in their community.
 - RAs are expected to...
 - hold a minimum of 5 'visibility hours' per week in which they are directly available to interact with residents.
 - regularly communicate their availability with their supervisors and residents.
- Diversity and Inclusion - RAs are expected to maintain an open and accepting attitude toward all residents and challenge residents to do the same. RAs must demonstrate sensitivity and promote a community that values difference, diversity, and inclusiveness.
 - RAs are expected to...
 - respect all students regardless of their race, ethnicity, sexual orientation, religious background, gender, ability, age, and other personal identities.
 - confront, document, and report any bias-related incidents in their community.
- Ethical Leadership - RAs are expected to be ethical leaders, role models, and decision-makers in their community.
 - By signing this contract, RAs agree to abide by and uphold the expectations outlined in the [Code of Ethics](#).
 - RAs are expected to uphold the expectations of the position in the residential, campus, and local communities and represent the spirit of the position with professionalism and tact at all times.

Part II: Preserving Community

RAs have a critical role not only in building up communities in their halls but also in preserving and improving them. RAs are expected to engage in a variety of activities outlined below to ensure the health and safety of their communities are prioritized.

- Duty - RAs serve as front line responders as part of a five-layer duty system that includes weeknight, weekend, and break times. The goal of duty is to ensure community standards and expectations are being upheld by community members and to preserve the health and safety of our residential community. RAs must respond to emergent situations and are expected to call appropriate professionals to respond to situations they encounter. Duty rounds are also important for staff visibility and resident interaction.
 - RAs are expected to...
 - serve on duty as assigned by their supervisor and may not leave the building at any point during their duty shift (excluding outdoor rounds).
 - hold duty from the RA office from 8pm-12am nightly and are on call until 8:30 am the following morning. During these times, RAs are expected to conduct hourly rounds of the building with at least one outdoor round per duty shift.
 - fill out a duty log for each night they are on duty. These logs should note if they responded to any incidents, describe interactions they had with residents on rounds, note

- any physical facilities or maintenance concerns and any other pertinent details from the shift.
 - have presence in the building even outside of assigned duty shifts. At all times, buildings must be ‘half-staffed’ with RAs.
 - If an RA encounters an incident outside of duty hours, they are expected to respond to the incident as if they were on duty, or to locate a duty RA to respond on their behalf.
- Incident Reporting - RAs are expected to confront, document, and report any and all observed or reported violations of University policy.
 - RAs are expected to...
 - uphold the [Student Code of Conduct](#) and [University Housing License](#) and its addendum(s). RAs are also expected to be educators to their communities around the goals and purpose of these documents.
 - abide by FERPA guidelines (“up not out”) and manage information with sensitivity by reporting incidents and personal student information to supervisors and not engaging in idle gossip.
 - RAs are considered **private** resources and are designated mandated reporters.
- Conflict Resolution - RAs are expected to facilitate roommate/suite/apartment agreements with their residents at the start of each semester and work to resolve any conflict that occurs in the community throughout the duration of the semester.
 - As conflict is a normal and natural part of community living, RAs are expected to assist residents with navigating through conflict by encouraging good communication and respect among residents and/or referring students to campus resources for mediation and conflict resolution.
- Community Expectations - RAs are expected to engage their residents in a conversation setting and adjust community expectations at their floor gatherings.
 - RAs are expected to hold residents accountable for University policies and community expectations. Should issues arise in the community, RAs are expected to report this to their supervisor and work with their supervisor to develop a plan to address behavioral issues in a productive manner.

Part III: Administrative and Staff Functions

- Teamwork
 - RAs are expected to...
 - approach their work with a positive and solution-oriented attitude.
 - make an effort to get to know their teammates and supervisors, and actively engage in staff development activities.
 - be on time for all meetings and events and show respect for the time of their colleagues and campus partners.
 - respect shared spaces and contribute to keeping office and conference spaces clean and tidy.
 - work collaboratively and professionally with their colleagues and campus partners (including but not limited to: Collegiate Professors, Career Consultants in Residence, Master of Social Work Interns, Diversity Empowerment Education Program Interns, University Police, Custodial and Maintenance staff, Counseling Center, Harpur’s Ferry, Case Management, Student Conduct, etc.).
- Training and Meetings
 - RAs are expected to...
 - attend all building, area, and departmental trainings, meetings, and inservices.
 - engage in on-going professional development and learning as it pertains to the spirit of the RA role.

- attend and actively participate in weekly staff meetings and one-on-one meetings with their supervisor(s).
 - Communication and Information Distribution
 - RAs are expected to...
 - check their mailbox and distribute flyers on a daily basis.
 - check their email at least twice per day and respond to emails from their supervisors and teammates within one business day.
 - regularly check and actively participate in staff communication tools such as GroupMe, texting, Zoom calls, etc.
 - share important information (incident reports, updates on residents of concern, residential conflicts) with supervisors in a timely manner (within the same business day of the incident).
 - share important information with their residents on a regular basis and through a variety of means (bulletin boards, email, GroupMe, floor gatherings, etc.) and as directed by their supervisor(s).
 - Lockouts/Key Management
 - RAs are expected to...
 - uphold the [Key Responsibility Agreement](#).
 - assist residents in their building with lockouts both during and outside of duty hours. RAs are expected to be the first-stop for a resident when they are locked out of their room, suite, or apartment.
 - Hall and Area Government
 - RAs are expected to...
 - attend area government meetings as outlined by their supervisor(s') expectations.
 - make an active effort to support and collaborate with their hall and area governments and encourage resident participation with these groups.
 - Large Scale Initiatives
 - RAs are expected to...
 - support, plan, participate in, and develop area traditions as outlined by their supervisor(s).
 - participate in all large-scale departmental initiatives including but not limited to: Openings, Closings, Health and Safety checks, RA Selection, Trainings, etc.
 - Special Projects
 - RAs are expected to perform any other duties as assigned by the department, area, or their supervisor(s).
 - RAs are encouraged to seek out special projects and professional development opportunities in consultation with their supervisor(s).



Terms and Conditions

Failure to meet any of the following terms and conditions may result in termination or dismissal from the RA position.

- Academic/Disciplinary Standing: RAs are expected to maintain an overall academic GPA of 2.5. RAs must maintain a minimum enrollment of 12 credit hours and may not register for more than 18 credits due to the extensive time commitment of the position. RAs must remain in good disciplinary standing both on and off-campus. RAs may not be under student conduct sanction such as conduct warning or disciplinary probation. Should a report be filed indicating a possible violation during the term of employment, RAs may be immediately terminated or placed on an interim suspension from the position pending the outcome of the case. Disciplinary records and academic records will be reviewed at the end of each semester.
- Appointment: RAs are expected to commit to the position for a full academic year. Should any exceptions need to be made, RAs are expected to communicate this directly with their supervisor. RA status is

reviewed throughout the semester and formally at the end of each semester via the supervision and evaluation processes. Renewal is contingent upon performance, occupancy levels, disciplinary status, and academic performance.

- Other Employment and Activities: As a general rule, outside commitments should not surpass a combined total of 10 hours per week. By accepting the RA position, you understand that this is a time-intensive commitment and agree to discuss any other employment, leadership, athletic, club, academic, or other obligations with your supervisor for formal approval should they exceed the 10-hour per week expectation.
- Placement: Your placement within a residential college or community is determined by the area staff members and is based on departmental need and space availability. Placement may be altered throughout the year at the discretion of the department based on staff needs.
- Termination/Resignation/Dismissal: If an RA is terminated or resigns from the position, they are required to vacate their room/apartment by the date specified by their supervisor(s) and must leave the space clean and tidy. Should they choose to remain on campus, they are responsible for room and board balance for the semester and will be re-assigned to another area of campus. Termination/resignation forfeits existing meal plan subsidy. RAs are expected to spend only the normal daily spending of their meal plan. Should spending exceed average daily usage, RAs will be required to reimburse the department for the difference.

Remuneration

- Meal Plan Subsidy: Each RA will be provided a “D” meal plan each semester in which you are employed. Once the semester’s allotment is depleted, you are responsible for adding additional money to your individual account. Since the balances at the end of the semester WILL NOT rollover, you are encouraged to carefully plan to use all the remaining funds.
- Room: You will receive a single room and all services associated with that room rate at no cost. (RAs assigned to family apartments will be credited for a single bed and are charged for the balance of the apartment at the Family rate.)
- Financial Aid: Acceptance of the RA position may affect your total financial aid package. Contact the [Financial Aid Office](#) for further information.

Other

- Accessibility: Should an RA require an accommodation for a documented disability, they must contact the [Office of Services for Students with Disabilities](#). This office makes formal recommendations for necessary and appropriate accommodations based on specifically diagnosed disabilities.
- Break RA Addendum: Break RAs (Delaware, Mohawk, and Windham Halls) are required to work days over Thanksgiving, Winter, and Spring Breaks (excluding summer) as determined by the Resident Director.
 - Break RAs must fill out an I-9 and other appropriate paperwork with the Office of Human Resources before beginning work over break, as they will be paid an hourly rate as determined by the Department of Residential Life (please note, holiday pay rates are higher than non-holiday rates). ****Break RAs cannot work over 29 hours (including other Binghamton University on-campus jobs) per week****
 - RAs are encouraged to consult with Financial Aid if they think the Break RA obligation will impact their financial aid package.
 - Break RAs are paid 8pm-12am, with an obligation to remain on duty in the building until 8am. Each night, two staff members will be on duty for safety reasons.
 - Placement – Break RAs can be moved to break housing in other communities as needed by the department’s staffing needs - this could mean being transferred to another staff involuntarily.
 - Break RAs may be asked to provide outreach/programming over breaks to support residents in their building.
- Chem Free RA Addendum: Chem Free RAs are expected to develop communities that promote and maintain a chemical-free lifestyle both on and off campus.
 - Chem Free is defined as refraining from the use of alcohol, cigarettes, cigars, e-cigarettes, pipes, tobacco products, other smoking materials and illegal drugs. This also includes improper use of inhaling substances and prescription drugs.



Binghamton University Resident Assistant Agreement 2021-2022

○ Chem Free RAs are expected to adhere to the expectations of a chem free community by refraining from the use of all chemical substances both on and off campus as a role model for their unique learning and living community.

- Transfer RA Addendum: RAs residing in transfer learning communities (Apartments Community) are expected to uphold the expectations outlined in the [Transfer RA Addendum](#).
- Pursuant to the SUNY Sexual and Romantic Relationship policy, students in a position of authority, including RAs, must be aware and abide by the policy. A note, that pre-existing relationships should be disclosed and considered within the policy.

Please read the SUNY Sexual and Romantic Relationship policy [here](#).

- Media Policy: RAs are expected to uphold the University Media Policy found [here](#). Please note that the policy reminds employees that they should ask for departmental and university approval to speak on behalf of their department or the university.
- Dates of Employment*:

Fall Move-In	Fall Training	Fall Opening	Fall Semester	Spring Move-In	Spring Training	Spring Opening	Spring Semester

*In addition, staff members are required to remain on campus long enough to close the halls and return early enough to open the halls for Thanksgiving and Spring Breaks.

*Dates are subject to change

I have reviewed the above agreement regarding my appointment as a member of the Department of Residential Life. I acknowledge that failure to fulfill these responsibilities or adhere to any of these provisions may result in disciplinary action, including but not limited to termination of the appointment. I understand that the provisions in this agreement are subject to change. By signing this statement, I commit to uphold these expectations and those set forth by the following documents:*

[RA Code of Ethics](#), [University Housing License & Addendum](#), [Key Agreement](#), [Student Code of Conduct](#), [Responsible Use and Confidentiality statement](#), COVID-19 Agreement, BConnected Workbook/Facilitation Guide Expectations, & Area/Building Expectations

Full Name & B# _____

Signature: _____

Date: _____

**Please note that there may be adjustments to this Agreement should operational updates occur due to extenuating circumstances.*