

## **2026-2027 RESIDENT ASSISTANT AGREEMENT**

I, the undersigned, accept the position of Resident Assistant (RA) offered in the Office of Residence Life for the period of **Friday, August 7, 2026 at noon to Tuesday, May 25, 2027 at 5 pm** with an approximate stipend of \$6,500 for the full academic year (\$3,250 per semester) paid in 4 installments. Resident Assistants will receive initial semester pay of \$975 (before tax) on September 4th, 2026 and Resident Assistants will receive the remaining \$2,275 (before tax) on November 27, 2026. Resident Assistants will receive initial semester pay of \$975 (before tax) on February 5th, 2027 and Resident Assistants will receive the remaining \$2,275 (before tax) on May 28, 2027.

Resident Assistants who resign or are terminated from the position after receiving their second paycheck for the semester will be billed a prorated cost for time missed. Resident Assistants who do not arrive on August 7th will also be prorated for the time they are missing.

All student staff will receive single occupancy rooms. Please be aware that all rooms will not be equal and the Office of Residence Life reserves the right to relocate you if needed to accommodate housing needs.

During breaks in the academic year (Fall Break, Spring Break, Winter Break, Winter Term) RAs are able to sign up to be considered for additional work paid at a rate of \$17.50 an hour.

### **General Position Description:**

The Resident Assistants (RAs) are an essential part of the Residence Life team. RAs provide leadership and assist residents in developing a positive learning community by building strong, healthy relationships with residents. A positive learning community is one where active learning takes place through the facilitation of formal and informal interactions among residents and campus partners. Promoting resident involvement and creating a sense of belonging and investment in the community among residents leads to a positive learning community. This is completed within guidelines established by the College and the Office of Residence Life.

### **Specific Responsibilities:**

#### ***Community Facilitator***

1. Model the norms, values, and rules of the Oberlin College community.
2. Provide weekly community building strategies in the assigned area of responsibility, assess and address needs, and disseminate information as appropriate.
3. Create a sense of identity for the assigned community in conjunction with the residents living in the community.
4. Utilize the Residential Curriculum Model framework to foster student learning, growth, and development by building an inclusive and authentic community and fostering meaningful relationships. RAs will utilize a variety of strategies to foster student learning including intentional conversations, resident check-ins, community building strategies, bulletin boards, community meetings, campus partnerships, and holding students accountable for their decisions.
5. Actively work with residents to create a community whose attitudes, language, and behavior reflect awareness and sensitivity to other cultures and backgrounds.
6. Correspond with residents on a routine basis in regards to community building, facilities, on campus resources, and involvement in the Oberlin community.
7. Facilitate a community that is conducive to living, sleeping, and studying through enforcement of community guidelines and student code of conduct.
8. Understand and articulate College and Residence Life procedures and policies as outlined in College publications.
9. Confront and report individuals or groups violating community, College, and/or Residence Life rules and regulations within residential spaces.
10. Facilitate 4 community hours each week in a common space within your assigned community in addition to your weekly community building strategy.
11. Advertise events, knock on resident doors, greet residents in passing, and send emails to residents for engagement purposes.

\_\_\_\_ *Initial Here*

### ***Relationship Facilitator***

1. Create and maintain a community group chat using an approved messaging system (GroupMe, Discord, Slack, WhatsApp)
2. Connect with and know each resident within the first two weeks of classes each semester.
3. Connect with and know new residents within one week of room change notification.
4. Assist residents in learning one another's names and interests.
5. Refer students to campus resources as appropriate.
6. Maintain appropriate relationships within the residential community, which includes refraining from romantic and sexual relationships with residents under your purview due to power dynamics.
7. Actively support a positive staff team dynamic.
8. Check in with residents as requested by your direct supervisor within 48 hours of the request.

\_\_\_\_ *Initial Here*

### ***Administrative Duties***

1. Send a weekly email to your residents with your supervisor copied that includes community building strategy information, community hours, community-specific concerns, and any relevant information/resources for that week.
2. Complete incident reports as needed and follow up as requested by your direct supervisor.
3. Monitor and report the condition of common areas, bathrooms, kitchens, and other residential spaces. This includes entering work orders when necessary.
4. Post bulletin boards monthly in accordance with RCM. opening, closing, and any move processes throughout the year.
5. Assist with opening, closing, and any move processes throughout the year.
6. Assist in the facilitation of Life Safety Inspections each semester to ensure community safety.
7. Participate in the duty rotation by performing rounds to assess the safety of the spaces including facility issues, student safety, and informal check-ins with residents.
8. When on duty, conduct rounds within assigned buildings as specified by your direct supervisor.
9. When on duty, pick up the duty phone, and return the phone to its designated location by noon the following day.
10. Student Staff must be accessible by duty phone while on duty from 8:00 pm until 8:00 am the next morning. Student staff will complete lock outs while serving on duty. Student staff must be present in their duty zone for the entire duration of duty.
11. Complete, in a timely manner, all administrative tasks assigned by Residence Life.
12. Respond to all job-related communication within 24 business hours.
13. Attend and participate in weekly staff meetings, staff development programs, and individual meetings or other Residence Life meetings set by your direct supervisor.
14. Complete other duties as assigned by the Office of Residence Life.

\_\_\_\_ *Initial Here*

### ***Conduct***

1. Abide by all College and Residence Life Rules and Regulations.
2. Abide by the RA Handbook guidelines and policies.
3. Support and positively represent the Office of Residence Life.
4. Display and role model responsible behaviors throughout the entire Oberlin Campus.
5. Serve as a "Responsible Employee" as defined by the Sexual Misconduct Policy.

If a student staff member is alleged to be in violation of College or Residence Life policies, the case will be referred to the Oberlin College judicial process. The job action process is progressive. Once a student staff member is issued a warning, additional issues with job performance may result in the next level of job action. Depending on the severity of the performance issue, the staff member may be placed on probation or be released from the agreement without verbal or written warnings or probationary status. Consistently poor evaluations with no signs of improvement can lead to termination or not being rehired for the next academic year.

The four levels of the employee job action system may include:

1. **Verbal Warning:** The verbal warning is used when a minor problem first occurs. The verbal warning will still be formally documented.
2. **Formal Written Warning:** A written warning is given when a staff member has not satisfactorily corrected a problem as outlined during the verbal warning. A written warning may also be the initial step in cases of a more serious nature.
3. **Probation:** Probation is a defined period of time in which a staff member must improve upon and fulfill job expectations. Failure to successfully perform job expectations while on probation can result in termination. RAs on probation may not be rehired for the following academic year. If a violation is serious enough, as deemed by a direct supervisor or a central staff member, it may result in immediate probation, bypassing the previous disciplinary levels.

4. **Termination:** If job performance has not shown marked improvement, the student staff member will be released from their agreement. If a violation is serious enough, as deemed by a direct supervisor or a central staff member, it may result in immediate termination, bypassing the previous disciplinary levels.

All job action documents will be uploaded to the staff member's employment file.

\_\_\_\_ *Initial Here*

#### ***Conditions of Resignation/Termination***

1. Should a staff member wish to resign, they must notify their direct supervisor in writing at least two weeks prior to the date of resignation.
2. If a student staff member leaves the position through termination or resignation, the Office of Residence Life will find a housing placement for the student out of the building/cluster where they are employed. The student staff member must be relocated within 48 hours of the effective resignation.
3. A student staff member has the right to appeal their termination to the Executive Leadership Team of Residence Life in writing within 48 business hours or two business days after notification of sanction.
4. All resignation/termination documents will be uploaded to the staff member's employment file.

\_\_\_\_ *Initial Here*

**Mobile ID:** Mobile credential access is issued to staff members and must be used **only** in accordance with the written policy outlined in the RA manual and explained by your direct supervisor. Failure to use mobile credential access in accordance with the written policy may result in probation and/or termination.

Resident Assistants who resign or are terminated from the position after receiving their second paycheck for the semester will be billed a prorated cost for time missed. Resident Assistants who do not arrive on August 7th will also be prorated for the time they are missing.

\_\_\_\_ *Initial Here*

**Confidentiality:** As a student employee of the Office of Residence Life at Oberlin College, staff members will have access to confidential information, both written and verbal. Staff members must maintain the appropriate confidentiality of any records and conversations related to students/College employees. Appropriate confidentiality means staff members are expected to discuss resident concerns/issues with their direct supervisor only. Additionally, student staff members, as mandated reporters, have a duty to report knowledge of a potential sexual assault or potential for a student to harm themselves or others immediately to appropriate College personnel and their direct supervisor.

\_\_\_\_ *Initial Here*

#### **Terms and Conditions:**

The Office of Residence Life is the primary on-campus and off-campus employer/extra-curricular activity for the student staff member. Other employment, assistantships, and campus involvement should be considered secondary to the RA position/duties. The RA position is considered approximately 10-20 hours per week. Outside commitments should be discussed with your direct supervisor prior to accepting the commitments.

1. RAs are required to return to campus by **Friday, August 7, 2026 at noon** for fall training and opening and stay until **noon on Sunday, December 19, 2026** for fall semester closing. RAs are required to return to campus for spring semester by **Wednesday, January 27, 2027 at 5:00 pm** and stay until **noon on Tuesday, May 25, 2027** for spring semester closing.
2. RAs must attend mandatory meetings on Thursdays at 8:00 pm until 10:00 pm. RAs will also meet biweekly for at least 30 minutes for a one-on-one meeting with their direct supervisor.
3. RAs are expected to maintain a minimum cumulative and semester GPA of 2.5 and maintain good academic and disciplinary standing. Anyone on disciplinary probation cannot hold the position. RAs cannot begin the job on academic probation. Once in the position, RAs may be approved to continue in the position for one semester on academic probation. Academic and disciplinary standing will be reviewed on a semesterly basis. By signing this agreement, you agree that the Office of Residence Life has permission to complete an academic standing check for each semester.

4. RAs will be accessible during evening hours as well as most weekends. RAs will need to seek prior approval for time away from campus with their direct supervisor. A maximum of one week away from campus will be approved each month.
5. RAs are expected to assist with department-wide initiatives including, but not limited to, housing selection, opening and closing processes, new staff selection, student staff training, and professional staff searches.

RAs are not guaranteed to return to the position for the following semester or year. Any student staff member wishing to return must follow the reapplication process. Re-hiring is based on job performance. Staff members on employment probation will not be rehired for the following year.

**\*The dates listed above may change. Please speak with your direct supervisor before you make any travel plans.**

       *Initial Here*

**The Student Staff Agreement is a document that helps to determine the nature of the relationship between student staff and the Office of Residence Life. Should new information become available, the Office of Residence Life reserves the right to update the terms of this document and inform all involved parties. The signature below indicates that the student staff member has read, understands, and agrees to the terms of this agreement with the Office of Residence Life.**

**Please note that in accordance with guidelines and procedures set forth by the college, should Oberlin College switch to a virtual environment, the Resident Assistant position is not eligible for remote work.**

---

**Student Staff Member Signature**

---

**Date**

---

**Student Staff Member Name (Printed)**

---

**T-Number**