

**VIRGINIA STATE UNIVERSITY
DEPARTMENT OF RESIDENCE LIFE
RESIDENT ASSISTANT CONTRACT**

I, _____, agree to the following terms and conditions relative to my position as a Resident Assistant in _____ Hall for the Academic year _____.

I understand that I will receive a remuneration of room and board, only.

I have read, understand and agree to abide by all job responsibilities listed in the Resident Assistant Job Description and the Job Expectations. I further understand that all information contained within the job description is merged and joined as part of this contract, and that all responsibilities will be performed with professionalism at all times.

I agree and understand that:

1. I understand that employment begins and ends at a time designated by the Director of Residence Life, Program Coordinator, or Residence Educator.
2. I will attend all meetings and training sessions as specified by the Director of Residence Life and Housing or Program Coordinator.
3. **I will be available to work a flexible schedule, including weekend hours and The opening and closing of the residence halls, to include holidays, Winter and Spring break, Commencement, and emergencies; work hours may consist of a 12:00 a.m. – 8:00 a.m., shift.**
4. I understand that I will work my assigned hours in accordance with the work schedule. I further understand that my place of duty is the main office or place designated by the Director of Residence Life, Program Coordinator, and Residence Educator (working from one's room is not permitted.)
5. I understand that I, along with other Resident Assistants, Graduate Assistants and Residence Educators will plan and implement developmental programs that accrue 10 points per semester according to the Basic and Community Building Model.
6. I will secure lunch or dinner before reporting to work.
7. I will execute specific task assignments as designated by the Residence Educator.
8. It is understood that the Department of Residence Life will monitor the academic achievements of the RA each semester to decide continued job eligibility.
9. I will conduct weekly room checks and building checks daily as directed by the Director of Residence Life, Program Coordinator, or the Residence Educator.

10. I understand that I am responsible for all keys issued to me during my shift. I will relinquish keys only to authorized personnel and those personnel must sign for keys upon receipt. I understand that I will incur the substantial cost of replacing lost or misplaced keys.

Termination of Employment

Termination by mutual agreement can occur at anytime. This appointment is also subject to termination if the Resident Assistant withdraws from the University or if he or she fails to carry out the terms and conditions of this contract. In addition, the Residence Hall Handbook and all Virginia State University Policies and Procedures bind the Resident Assistant.

Termination or resignation during the year will result in changes in the scholarship payment. The Resident Assistant will repay and balance due that result from termination or resignation.

Furthermore, termination or resignation from the Resident Assistant position does not constitute sufficient reason for the student to be released from the terms of his or her contract with the Department of Residence Life.

I have read, understand, and agree to the terms and conditions of this contract.

Resident Assistant Signature V Number Date

Residence Educator Signature Date