



---

## Resident and Community Assistant Contract

---

The Resident and Community Assistants play an essential role within the Department of Residence Life. Lead Resident and Community Assistants, in addition to fulfilling the normal duties of an RA/CA, take on a leadership role within their complex staff, acting as a mentor and guide to other RA/CAs, helping to develop a strong RA/CA team, and assisting the complex leadership team in decision-making and long-term planning.

- I. **Role of the RA/CA:** As staff members of the Department, the RA/CAs are expected to set an example for residents, while fulfilling the fundamental roles of the RA/CA, as outlined in the RA/CA Syllabus.
- II. **Immediate Supervisor:** The RA/CAs report to the Community Coordinator (CC) or Assistant Community Coordinator (ACC) in their respective complex. Additional duties, tasks, or responsibilities may be assigned by the Directors or Area Coordinator (AC) as needed.
- III. **General Description**
  - A. RA/CAs must maintain a GPA of at least 2.5 (on a 4-point scale) per semester and cumulatively. An applicant cannot be offered or continue in the RA/CA position without meeting this minimum GPA criterion. If an RA/CA's GPA falls below the 2.5 threshold while serving, they are either placed on probation for the following semester to help them work to build up their GPA, or in some cases may be terminated based on supervisory discretion. RA/CAs on probation will meet with their supervisor or another staff member to form a plan to bring grades back up with check-ins throughout the semester. If an RA/CA's GPA falls below a 2.5 at any point during their tenure as a Resident or Community Assistant for a second time, their position will be terminated without exception. (NOTE: If an RA/CA hired has a cumulative GPA that drops below 2.5 before officially starting the position, that staff member will be released from the position).
  - B. Each RA/CA is a full time student (minimum: 12 credits for undergraduates; 9 credits for second semester graduating seniors). Enrolling in more than 16 hours of coursework/semester should be discussed with their supervisor prior to course registration. Also, RA/CAs should not drop below the minimum credit hour requirement without discussing this with their immediate supervisor. In their final semester (the semester in which they will

graduate), undergraduate RA/CAs may take a minimum of 9 credits with supervisor approval.

- C. RA/CAs can hold secondary employment on or off campus *with prior permission* from their immediate supervisor. However, RA/CA responsibilities are paramount and take precedence. Lead RA/CAs may not also plan to student teach or hold an off-campus internship during the time that they are employed in this position. RA/CAs outside of the Lead position are permitted to student teach or hold off-campus internships, however their placement in the residence halls is limited to specific locations.
- D. The RA/CA position is an academic year position. For specific dates of the appointment please refer to Section VII. Training to be an RA/CA is a necessary part of the position. Some of the training occurs prior to the beginning of each semester. Other parts of the training will occur throughout the academic year. Be sure to mark the training dates on your calendar and plan to be present for all segments. Please note that these dates vary from weekdays, weekends, days, and nights and are subject to change. As a department, we will give as much notice as possible regarding any changes to training dates and times.
- E. Each community or building staff will work together to build a duty schedule that will include nights and weekends/nights. When on duty, RA/CAs need to be in their building (7:00 p.m. through 7:00 a.m. the following day). On any night wherein an RA/CA is not on-duty, they are expected to be back in the hall and in their room no later than 2:00am. RA/CAs may request nights off through their supervisor and/or Lead RA/CA. CAs staff the desk in the DTAV Community Center beginning at 5pm each weeknight and at 7pm each weekend night.
- F. All RA/CAs are knowledgeable about UMaine, Student Life, and Residence Life policies and procedures. RA/CAs stand ready to explain these as needed to help students, their parents and others navigate UMaine.
- G. All RA/CAs are students of exemplary character and comportment. They are positive role models and representatives not only of Residence Life but also of the Division of Student Life and the University of Maine. As such, they avoid situations that would have them referred to the Office of Community Standards, Rights and Responsibilities (CSRR). However, in the very rare event that an RA/CA is referred to CSRR for their conduct (on or off campus), a meeting with the Director of Residence Life or their designee will be scheduled as soon as possible to determine next steps for the staff member. Keep in mind that RA/CAs make responsible and mature choices demonstrating their sound judgment. Conduct unbecoming an RA/CA would be a serious violation of the trust placed in RA/CAs as ambassadors and mentors and may result in termination.
- H. All RA/CAs are cooperative and supportive of other UMaine departments (CSRR, UMPD, Campus Rec, Housing, etc.) and outside agencies (OPD, OTPD, OFD, etc.). Information known to an RA/CA is reported appropriately and in a

timely fashion to maximize the opportunity for the most positive outcome/result.

- I. The University of Maine, Student Life, and Residence Life abide by the UMS Sexual Harassment policy. According to this policy, consenting relationships may constitute sexual harassment when there is a work-related power differential because there is the potential for abuse of that power. UMaine and Res Life need to maintain an environment free of the abuse of power and sexual harassment, and put practices in place that assure these goals. For these reasons, RA/CAs need to inform their supervisor as soon as a romantic/sexual relationship develops with a building resident or another RA/CA. In most cases the RA/CA will be moved to another hall or complex in order to avoid any potential problems. The Director of Residence Life or their designee will discuss the situation with the supervisor and/or the RA/CA so that everyone fully understands these practices in the context of the policy. Questions and concerns in these situations should also be directed to the Director of Residence Life. The UMS Sexual Harassment Policy can be found at:  
<http://umaine.edu/studemp/employer-resources/working-with-student-employees/policies/sexual-harassment-policy/>
- J. All RA/CAs are regularly asked to accept other duties that contribute to the operation of the residence halls, the Division of Student Life, and/or the University of Maine.
- K. All RA/CAs are evaluated annually but job performance feedback is provided throughout the year. Feedback may be verbal and/or written. If there are any questions or concerns, the RA/CA should speak directly with the Director. In the rare instance where an RA/CA's job performance requires it, an RA/CA may be placed on probation or other status including suspension or dismissal. Be sure to discuss any job-related issues with your direct supervisor. They are here to support and guide you.
- L. Lead RA/CAs will take an active role as an ambassador from their staff with the Residence Hall Association (RHA) and the Residence Hall Council (RHC).

#### IV. **Holiday and Break Closings** \_\_\_\_\_ (initial here)

During the year there are traditional breaks and holidays during which no classes are taught. These include: Fall Break, Thanksgiving Break, Veterans' Day, Martin Luther King, Jr. Day, and Presidents' Day. The residence halls remain open for students and are staffed following the regular RA/CA duty schedule. During semester break and Spring Break only the continuous living halls remain open. Students, including RA/CAs, who do not live in a continuous living hall, will not be able to live in their room/their hall over these two breaks. Travel plans for all breaks should be coordinated and discussed with the senior staff team to assure appropriate coverage. Additionally, RA/CAs will need to assure that their travel plans do not conflict with the required training schedule in Section VII. Issues and questions should be discussed with your supervisor as soon as they arise.

V. **Remuneration** \_\_\_\_\_ (initial here)

The RA/CA position is a scholarship appointment for 20 hours/week. Room and board credit in the form of a scholarship and equal to the value of the current room and basic meal plan is directly applied to the RA/CA's student account each semester of employment. The meal plan choice is restricted to the basic all-you-can eat plan. The Lead RA/CAs also receive a stipend of \$1,000 paid out in equal installments over 9 months, from August through April.

VI. **Agreement** \_\_\_\_\_ (initial here)

By signing the Room and Board license, staff members (RA/CAs) agree to all the policies stipulated for student housing at UMaine. Therefore, if an RA/CA does not remain in the RA/CA position they can be provided another on-campus living option at their expense, if space is available. Should the former staff member decline this option and move off campus, yet remain a UMaine student, they may be responsible for the financial costs of canceling the Room and Board License.

The board/meal plan is considered a per diem distribution, and as such, if a staff member terminates their employment obligation remaining balances will be removed and not be carried over to the following semester.

VII. **Housing Policy (Community Assistants Only)** \_\_\_\_\_ (initial here)

Community Assistants will be placed in apartments consisting of four spaces in Patch Hall and six spaces in each of the DTAV houses. Each CA has the option to pull in a maximum of three roommates regardless of placement (this means that for those in the DTAV houses the other two spaces will be randomly assigned roommates). All CAs and any roommates with whom they wish to live will need to abide by the credit and academic year requirements of their individual DTAV house or Patch Hall assignment. Any questions regarding this policy should be asked of the Area Coordinator BEFORE housing assignments are confirmed.

VIII. **Dates of Employment** \_\_\_\_\_ (initial here)

Employment dates are determined by the academic calendar and listed below. Staff members should make travel plans/arrangements in accordance with the dates below such that they will be available for training, coverage in the halls, and other responsibilities as assigned. Requests for time off that conflict with these responsibilities may not be granted.

Halls open for all RAs and CAs to move in	Sunday, August 15, 2021
Full Staff RA/CA Training Begins	Monday, August 16, 2021
Residence Halls Open (Maine Hello)	Friday, August 27, 2021
Classes Begin	Monday, August 30, 2021
Fall Break Begins (standard coverage)	Monday, October 11, 2021
Classes Resume	Wednesday, October 13, 2021

Thanksgiving Break (standard coverage)	Wednesday, November 24, 2021
Classes Resume	Monday, November 29, 2021
Fall Semester Hall Closing**	Friday, December 17, 2021
<i>Res Life staff permitted to leave campus</i>	<i>Saturday, December 18, 2021</i>
January RA/CA Move-In***	Wednesday, January 12, 2022
RA/CA Training Begins***	Wednesday, January 13, 2022
Halls Open for Spring Semester	Sunday, January 16, 2022
Spring Break Begins	Friday, March 14, 2022
Spring Break Hall Closing**	Friday, March 14, 2022
<i>Res Life staff permitted to leave campus</i>	<i>Saturday, March 15, 2021</i>
Halls Reopen	Sunday, March 20, 2022
Classes Resume	Monday, March 21, 2022
Spring Semester Hall Closing	Friday, May 6, 2022
<i>Res Life staff permitted to leave campus</i>	<i>Sunday, May 8, 2022</i>
** - half staff required to close	
*** - tentative, dates may change	

IX. **Closed Dates** \_\_\_\_\_ (initial here)

Residence Life staff will need to assist with certain events/activities and RA/CAs should be sure to plan accordingly. Requests for time off during the times below may not be granted:

Maine Hello and Welcome Weekend	August 27 - August 29, 2021
Labor Day Weekend	September 3 - September 6, 2021
Family and Friends Weekend***	TBD
Homecoming Weekend	TBD
Halloween Weekend	October 29 - October 31, 2021
RA/CA Interview Days	January 31 - February 4, 2022 February 7 - February 11, 2022
Maine Day: The night before and the day of	Tuesday, April 26, 2022, 7pm - Wednesday, April 27, 2022, 7pm
End of the Year Banquet	TBD

\*Other events as identified by the Director of Residence Life

By signing this position description you are agreeing to uphold the expectations of the Resident or Community Assistant position and you are accepting the terms of the University of Maine Housing Room and Board License Agreement.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_