



UNIVERSITY OF PORTLAND RESIDENT ASSISTANT AGREEMENT 2024-2025

- I. **RA Position Overview.** The Resident Assistant (RA) position is a live-in position assigned to reside in a residence hall or apartment at the University of Portland (UP or the University). RAs are supervised by the Hall Director (HD) who oversee the RA's assigned hall. The hall/apartment assignment is based on the needs of the University and entire Residence Life program and therefore is subject to change. RAs are responsible for facilitating a positive community among residents, promoting a safe and comfortable living environment, and serving as a representative of Residence Life and the University as further described below.

The RA position is considered a student leadership position and is not student employment or other type of employment with the University.¹

II. **RA Grant-in-Aid and Meals.**

- A. Through the University's Office of Financial Aid, RAs receive a grant-in-aid in the amount of room and board for a double-single room in a traditional residence hall or single room in an apartment, based upon placement and availability, credited to University tuition. Please review the important note about potential effects on University financial aid in section II.C below.
- B. Each RA is provided a meal plan for the academic year. Meal arrangements will also be made by the Office of Residence Life for staff training(s), in-services, and/or banquets. At times, a designated meal per diem may be issued.
- C. **NOTE:** The Office of Financial Aid will be notified of all RA appointments. While selection of RAs is not based on financial need, the additional benefits received through this position may alter the extent of aid for which an individual is eligible. ROTC and Athletic housing scholarships may be cancelled upon signing this Agreement. It is the responsibility of each RA to contact the Financial Aid Office, before signing this contract, to determine if acceptance of this position affects financial aid assistance for the academic year during which the student intends to be a RA.

- III. **RA Duties and Expectations.** The RA is responsible for the duties and expectations described below. If an RA believes the RA may be unable to fully carry out any of the position duties or expectations or has any type of conflict in carrying out any of the position duties, the RA must inform their HD, their Assistant Hall Director (AHD), or the Director of Residence Life as soon as possible.

- A. **Community Building and Development.** The RA is to help build an inclusive community on their floor/hall and around the community and is responsible for helping to create, implement,

¹ According to the United States Department of Labor, student residential assistants enrolled in bona fide educational programs who receive reduced room or board charges or tuition credits from the university are not generally considered employees under federal law.

and assess hall and University strategies, education, and events. This includes, but is not limited to, creating opportunities to connect with other students, staff, and faculty; being available to residents and present in the hall; managing conflicts among residents; modeling and encouraging team-oriented and professional communication; and attendance at all hall meetings, hall programs, and hall masses.

- B. Acting as Role Models and Supporting the Mission, Values, and Requirements of the University of Portland.** The RA is expected to act as a leader and positive role model for hall residents on and off campus. The RA is therefore also expected to act in a manner that adheres to the mission, values, and requirements of the University of Portland, which include the standards, rules, values, and policies set out in the University's mission statement, the University's Statement on [Inclusion](#), [Life on the Bluff](#), [FERPA](#), and any applicable UP policy or practice regarding confidentiality. The RA is expected to maintain and demonstrate a positive and professional attitude towards the RA position, the Office of Residence Life, and the University.
- C. Policy Enforcement.** The RA is expected to be knowledgeable regarding University and Residence Life policies, to educate residents as necessary, and to model behavior consistent with such policies, community standards, and University directives. When RAs see students engaging in conduct that is contrary to the University's mission, values, policies, or community standards, RAs are required to report that information to their supervisor and document any incident as required as soon as possible.
- D. Student Concerns and Resource Referrals.** The RA is expected to help identify student needs, to be knowledgeable about student resources, and to refer residents to appropriate resources and/or inform the HD and/or AHD immediately in crisis situations. Resource referrals include, but are not limited to, academic, mental and emotional health, and Title IX related resources.
- E. Hall Opening and Closing.** RAs are to participate in hall opening and closing events and procedures as outlined by their supervisor and the Office of Residence Life. This includes but is not limited to supporting orientation and move in efforts between Thursday, August 22, 2024 through Sunday, August 25, 2024, and being present in the hall through 12:00pm on Saturday, December 14, 2024 and 12:00 p.m. on Tuesday, May 6, 2025 at the end of each respective semester. RAs should obtain approval from the Hall Director prior to making any departure plans before the above date and time.
- F. On-Duty Responsibilities.** Serve as the primary hall on-duty person on assigned weeknights and weekends. This duty will require the RA to be available by the hall's duty number and respond to incidents within their assigned residence hall from 7:00pm to the start of [Residence Hall Visitation \(Intervisitation\)](#) the following day. In this capacity, the RA will be available to support lockouts, policy implementation, crisis situations, and building safety. Duty schedules will be determined by the HD.
- G. Special Events.** Attendance or participation in University special events. The Office of Residence and/or HD will communicate these dates in advance.
- H. Campus Closure and Emergency Events.** Campus closure and emergencies can occur at any time. RAs may be required to be on-call during university-wide events and emergencies when all Residence Life staff are needed. These instructions will come from the Director of Residence Life or designee.

- I. Administrative Duties.** RAs are responsible for various administrative tasks throughout the year. Listed below is a snapshot of items that the RA will need to complete:
- i. *Incident Report Writing.* RAs are expected to submit well-written, timely incidents reports on issues in their community as described and instructed by HD/AHD supervisor(s).
 - ii. *Room Condition Reports and Inventories.* RAs will conduct room condition reports and inventories prior to move-in, during move-out, and throughout the semester for room changes.
 - iii. *Fire, Health and Safety.* RAs are expected to conduct inspections each semester as directed by their supervisor. RAs are also expected to assist with fire drills as directed.
 - iv. *Email.* RAs are required to use their provided @up.edu email as their primary means of electronic communication for RA-related emails. RAs are required to check their email every business day unless on approved leave.
 - v. *Facilities.* RAs will report maintenance concerns or assist residents in how to report their concerns on the same day.
 - vi. *Mailbox.* RAs need to check their mailbox in the community office daily to ensure they have important information needed for residents living in the halls.
- J. Training Duties and Staff Development.** RAs are responsible for attending all required training, staff development activities, retreats, and in-services, unless prior approval is sought and obtained to miss a training, including the following:
- i. Participate in RA Spring Orientation Sunday, March 23, 2024, 3pm-5pm.
 - ii. Participate in RA August Development between Monday, August 5, 2024 through Wednesday, August 21, 2024. Fall move in day is Sunday, August 4, 2024, with training beginning Monday, August 5, 2024. This training may include both virtual and on-campus sessions. RAs will also assist in preparing the residence halls for opening.
 - iii. Participate in RA Winter Retreat and Training beginning on Wednesday, January 8, 2025. This retreat may include both virtual and on-campus sessions. RAs will also assist in preparing the residence halls for opening. RAs will return to the University on Tuesday, January 7, 2025.
 - iv. It is the responsibility of the RA to make travel plans in accordance with the determined and times and failure to do so may result in termination.
- K. Title IX Duties.** For Title IX purposes, RAs are considered a “responsible party.” This means that if any member of the University community (including a student or employee) shares information with the RA about conduct that may constitute sexual or gender-related discrimination, harassment, misconduct, or violence (which includes sexual assault, physical or virtual stalking, and domestic/relationship violence), the RA must report this information via the Title IX website at www.up.edu/titleix. If the RA has any questions about the RAs

responsibilities as a responsible party, the RA can review the information at <https://www.up.edu/titleix/> or contact the Title IX Office at titleix@up.edu or (503) 943-8982.

Other projects and duties as relevant to the duties of the position or as assigned by the Office of Residence Life.

- IV. RA Qualifications.** A student must meet the qualifications described below in order to serve or continue to serve in a RA position. If the RA believes the RA may be unable to fully meet these qualifications and expectations, has any type of conflict in meeting the qualifications and expectations, or has any change of circumstances regarding the RA's ability to fulfill the below required qualifications and expectations, the RA must inform the RA's supervisor or the Director of Residence Life as soon as possible.
- A.** Be enrolled as a full-time student of the University of Portland and be registered for no fewer than twelve (12) and no more than eighteen (18) academic credits each semester. Exceptions to this must be submitted through the RA Agreement Exception Request form for approval.
 - B.** Attend and actively participate in at least three (3) of the four (4) RA Professional Development In-services facilitated by the Office of Residence Life. The in-services will be scheduled twice a semester and schedule will be communicated prior in August 2024.
 - C.** Be in good academic standing with the University and a cumulative grade point average of 2.5.
 - D.** Complete a University of Portland Housing Agreement and comply with its requirements.
 - E.** Live full-time in the residence hall or apartment complex to which the Resident Assistant is assigned and be a consistent presence in the hall and your assigned wing/floor.
 - F.** Behave in a manner consistent with the University's mission, values, and policies/requirements, including but not limited to, the University's Mission Statement, the University's Statement on Inclusion, the policies and standards of conduct set out in *Life on the Bluff*, as well as federal, state and local laws.
 - G.** Have no continuing record of University disciplinary action and have no record of violation of University or Residence Life policy that the University, in its sole discretion, determines is inappropriate for the role of RA.
 - H.** Serve as a representative of the University in the halls, as well as on and off campus.
 - I.** Treat confidential or private information seriously, privately, and with due concern and good judgment. RAs may become aware of the personal, private, or confidential information of other students. RAs should treat any potential personal, private, or confidential information with respect and should only share the information with the RA's HD/AHD or with others at the direction of the RA's HD/AHD, only in private spaces or secure communications.
 - J.** Not engage with internal or external media outlets from the perspective of the RA position about the hall resident(s), hall, Office of Residence Life, or University without consulting with supervisor or Director of Residence Life.

- K. Not engage in gossip, slander, or betrayal of trust.
- L. Adhere to the duties and functions outlined above in the RA Duties.
- M. RAs must give the RA position priority over all other areas of school or personal activity or involvement except academic course work. Any/all secondary employment must be approved in advance by the Director of Residence Life or Associate Director for Support and Development. Secondary on-campus employment is preferred over off-campus employment. In general, secondary on-campus employment exceeding 10 weekly hours and secondary off-campus employment exceeding 5 weekly hours will not be approved. On-campus opportunities include student stipend positions and employment through Bon Appetit and Barnes and Noble. RAs must submit RA Agreement Exception Request form to notify and seek approval for any secondary employment each semester. Exceptions will be reviewed on a case-by-case basis.
- N. Notify supervisor and Office of Residence Life through RA Agreement Exception Request form in advance of any potential extracurricular or major curricular commitments, and approval must be secured from the Director of Residence Life or Associate Director Support and Development prior to becoming involved in such commitments. These commitments include ASUP, nursing clinical, student teaching, practicum, internships, intercollegiate athletics, theater, etc.

V. Termination of RA Appointment.

If the RA fails to abide by the terms of this Agreement or meet the duties, qualifications, and/or expectations, the University may address the behavior, including by ending the appointment immediately or at a time determined by the University to be appropriate. The determination whether the RA has failed to abide by the terms of this Agreement or meets the duties, qualifications, and/or expectations is made solely by the University, and whether and when to end the RA appointment is at the University's sole discretion.

Any misconduct may result in immediate termination of an RA appointment, which includes, but is not limited to: conduct involving dishonesty; conduct consisting of violations of UP Title IX policy, alcohol or drug policies, violence policy, hazing policy, respect and discriminatory harassment policies, UP Statement of Inclusion, FERPA policy, or guidelines regarding confidentiality; conduct related to bullying, harassment, assault, or the safety of persons or property; any arrests; or information regarding or suggesting conduct by RA that the University in its sole discretion determines is inappropriate for the position of RA.

If a RA appointment and agreement is ended by the University, generally, room and board charges will be prorated. This means that the RA is responsible for room and board charges during periods of time when a student is not a RA.

If a RA appointment is ended by the University, the University may transfer the student to another hall. The determination about whether a student is transferred to another hall is at the University's sole discretion.

The University may, in its sole discretion, place a RA on immediate leave from the RA position

without ending a RA appointment. If a RA is placed on leave, the RA would continue to receive room and board charge benefits as set out in this RA Agreement, but the University may move the RA to another residence hall during the leave. Generally, the University may place a RA on leave if the University is engaging in information gathering related to concerns about a RA having violated the terms of the RA Agreement or other University policies and the University in his sole discretion has determined that the University community is best served by placing the RA on leave.

- VI. Reappointment.** RAs are appointed for one academic year. Eligible RAs may re-apply for another year to serve as RA. Those who re-apply must participate in the returning RA selection process. Factors for consideration for re-appointment include, at minimum, performance appraisal data and a completed application. Re-appointment is not guaranteed and may be withdrawn after having been made.

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**UNIVERSITY OF PORTLAND RESIDENT ASSISTANT AGREEMENT
2024-2025**

ACKNOWLEDGEMENT FORM

Name of Student/Resident Assistant	_____
UP Student ID Number	_____
Assigned Hall or Apartment	_____
Term of Appointment	August 5, 2024 – May 6, 2025

The above-named Resident Assistant (RA) should review and acknowledge the following by initialing next to each paragraph.

_____ **Please initial here** to indicate that the RA understands and agrees that the RA will abide, promote, and respect the mission and values of the University of Portland as outlined in the [Mission Statement](#), [Statement of Inclusion](#), and [Equal Opportunity and Nondiscrimination Statement](#). These University's full statements are linked here and included in this document.

_____ **Please initial here** to indicate that the RA understands and agrees that the RA will learn, respect, and contribute to our Holy Cross model of residentiality which values teaching and learning, faith and formation, and service and leadership in the classroom, residence halls, and the world. This would include regularly attending and promoting weekly hall mass, engaging in community programs, and promoting campus resources.

_____ **Please initial here** to indicate that the RA understands and agrees to the following – that the RA is subject to and expected to comply with all applicable laws and University, departmental, and other applicable policies and procedures, including the terms and guidance in the Resident Assistant Agreement and in the [Resident Assistant Expectations and Disciplinary Standards](#) document. Failure to follow applicable policies and procedures may result termination of the RA appointment and agreement.

_____ **Please initial here** to indicate that the RA has read and agrees to abide by the standards and the expectations of On-Campus Responsible Employees in the Sex and Gender-Based Harassment, Misconduct, and Violence Resource Guide found in the [Life on the Bluff Student Handbook](#). Although RAs are not considered employees, they are expected to abide by the standards in this document.

_____ **Please initial here** to indicate that the RA has read and agrees to abide by the standards in the [Resident Assistant Code of Ethics](#).

_____ **Please initial here** to indicate that the RA has read and agrees to abide by the standards in the [Resident Assistant Exclusive Relationships Policy](#).

_____ **Please initial here** to indicate that the RA has read and agrees to abide by the standards in the [Code of Business Conduct](#). Although RAs are not considered employees, they are expected to abide by the

guidance in this document.

_____ **Please initial here** to indicate that the RA understands that information provided on the [Workplace Concerns and Questions](#) site has information about how RAs can report concerns, including how to make an anonymous report. Although RAs are not considered employee, RAs can use the processes explained on this website.

_____ **Please initial here** to indicate that the RA understands and agrees to the following – that the RA will demonstrate commitment to personal responsibility and value for safety, communicate safety concerns, and use and promote safe behaviors based on commonsense, knowledge, training, and lessons learned.

_____ **Please initial here** to indicate that the RA understands and agrees to the following – that the RA will work professionally and with integrity and honesty with all University of Portland community members, external organizations, and any other person or organization you interact with related to the University RA position.

_____ **Please initial here** to indicate that the RA understands and agrees to the following. When conducting University business while driving (including driving carts), all RAs must comply with the Oregon Vehicle Code and University of Portland driving requirements. This includes the requirement that in order to drive any vehicle (including carts), RAs must have a current valid driver's license. The University has a driving-related training and RAs authorized to drive related to their work duties are expected to take this training. Please go to [Parking and Driving at UP](#) site for information on this training.

_____ **Please initial here** to indicate that the RA understands and agree to the following – that the University has the right to access, review, seize, and delete data or files in University provided computers, phones, technology devices, and software/applications. It is strongly recommended that RAs not use such University provided items for personal purposes.

_____ **Please initial here** to indicate the RA has read and understands the following. For Title IX purposes, the RA is a responsible party. This means that if any member of the University community (including a student) shares information with the RA about sexual or gender-related discrimination, harassment, misconduct, or violence (which includes sexual assault, physical or virtual stalking, and domestic/relationship violence), the RA must report this information via the Title IX website at www.up.edu/titleix. If you have any questions about your responsibilities as a responsible party, please review the information at www.up.edu/titleix or contact titleix@up.edu or (503) 943-8982.

Resident Assistant Acknowledgment and Signature

By signing below, I acknowledge that I have read, understand, and received a copy of my Resident Assistant Agreement. I will abide by these standards at all times during my appointment with the Office of Residence Life at the University of Portland.

Print Name

Signature

Date