

REQUIREMENTS AND EXPECTATIONS OF THE RA POSITION 2011-2012 Academic Year

This briefly outlines the expectations and requirements of the RA position. More specific details can be found in the enclosed position description.

ACADEMIC REQUIREMENTS:

- a. Must be a full-time matriculated student in good standing at Massachusetts College of Liberal Arts.
- b. Must maintain a minimum overall **and** semesterly GPA of 2.2.
- c. Must have completed a minimum of 30 credits by the first semester of employment in the position.

TRAINING REQUIREMENTS:

- a. Must participate in the Fall Workshop which begins no earlier than 1:00 pm on Sunday, August 21, 2011, and Winter Workshop which begins no earlier than 1:00 pm on Wed., January 11, 2012.
- b. Must participate in monthly in-service and/or personal development programs.

DUTY/MEETING REQUIREMENTS:

- a. Must attend weekly area staff meetings currently scheduled for Tuesday nights from 6:30 - 8:30 pm.
- b. Must attend bi-weekly individual meetings with the administrative staff.
- c. Must provide duty coverage as scheduled in your assigned residence area.
- d. Must restrict time away to two weekends per month.
- e. Must attend additional meetings as scheduled by the administrative staff, such as monthly Community Meetings.
- f. Must remain on campus up to one full day after the residence areas close each semester to assist in closing the residence areas.
- g. Must stay late and arrive early for each vacation to assist in the closing/opening of the residence areas. Townhouse RAs must provide Thanksgiving Break coverage as part of their regular duties.
- h. Must provide residence area main desk coverage during the first week of each semester.
- i. Must participate in at least one Residential Programs & Services work group.
- j. Must participate in the RA Selection process for the 2012-2013 academic year.

PROGRAMMING REQUIREMENTS:

- a. Must fulfill all required RA Community Development Activities.
- b. Must support and be involved with Residence Area Advisory Boards.

OUTSIDE COMMITMENTS:

- a. Must limit involvements in co-curricular activities, clubs and special college programs so as not to interfere with RA duties and responsibilities.
- b. Participation in the following activities/positions **may** conflict with the requirements of the RA position: nightly theatre activities, collegiate sports teams, internships carrying more than nine credits and student teaching. Students planning to be involved in these activities during the 2011-2012 academic year should discuss their intended involvement with Residential Programs & Services prior to applying to assure the demands of the activity are compatible with the demands of the RA position.
- c. Participation in the following activities/positions is prohibited while serving as an RA: pledging for Greek societies, permanent RPS desk positions, Public Safety dispatching and any type of activity or job requiring more than a 10-hour per week commitment.
- d. Administrative staff approval is required for all non-RA-related commitments and jobs. These types of commitments may not, under any circumstance, exceed 10 hours per week.

MISCELLANEOUS:

- a. Specific staff assignments will be made by the administrative staff.
- b. RAs play an important role in the development of community on their floor/section, and they are expected to be available as much as reasonably possible.
- c. The RA position is a full year commitment dependent on continued satisfactory evaluation by the administrative staff.