University Village Resident Advisor (RA) Terms and Conditions

CPPE Student Housing

2027-2028

Name _____
(Last) (First)

Permanent Address _____

Permanent Phone Number ( ) _____ E-Mail _____

Bronco ID Number _____

Position Dates: Specific dates for Summer RA position and training are tentative as the 2027-2028 academic calendar have not been released yet. Official dates will be included in the offer letters sent at the end of the selection process.

Monday, August 2nd, 2027 – Friday, May 25th, 2028

Training Dates:

August Training: Monday, August 2nd, 2027 – Wednesday, August 18th, 2027

January Training- January 19th-21st, 2028

1. RA Terms

1.1 The undersigned student agrees to accept a temporary appointment as a Resident Advisor (RA) at the University Village Apartments at Cal Poly Pomona subject to the terms and conditions contained herein. The RA position is considered a compensated volunteer. RAs agree to sign a housing license agreement and further agree to live in the University Village Apartments and take board in the form of $350 in monthly meal points as a condition of the RA position. The use of housing facilities is subject to the regulations contained in Title 5 of the California Code of Regulations. Upon exiting the position, RAs will be allowed to stay in their apartment space rent-free for three days. If additional time is needed to transfer/move-out, the RA can stay up to 7 additional days in their RA space but must pay the daily rate after the third free day.

1.2 RAs will receive in-kind support in the form of a single room within a University Village apartment and $350 dining dollars monthly through Foundation Dining Services. Meal plans are active only when food services are open and serving contract meals. RAs need to budget use of their dining dollars or personal cash during opening and close down periods. Meal plan balances are prorated on a weekly basis; early exit from the position could result in the remaining dining dollars balance to be returned to Foundation Dining Services.

1.3 RAs will be allowed to select roommates to live in their apartment during the licensing period. Requested roommates must still go through the licensing process, pay any necessary fees, and sign all required documentation expected of residents. RAs may not request to live with their significant other. Should a vacancy come up within an RA apartment during the middle of the year, the open space will be offered to a resident on the Village licensing wait list. RA's may not select a significant other as a roommate. RA's found to be living with a significant other will be subject to disciplinary action and one or both parties will be required to transfer. An RA's significant other also may not living in the building(s) the RA is responsible for.

1.4 The RA is expected to train prior to the beginning of both the fall and spring semesters for training and hall preparation purposes. The specific training dates are outlined above and a complete training schedule will be sent out prior to the beginning of training. The RA will be able to move into their apartment space prior to the start of training to get settled.

1.5 During the dates of their RA appointment, the RA is expected to maintain a schedule of an average of twenty (20) hours a week. This time shall be distributed between a combination of on-duty and on-call time. A reasonable schedule would include a combination of patterns of time including on-duty commitments (i.e. meetings, advising students, etc.) and on-call commitments (being available to residents at varying intervals during the day and night). Licensee accepts the foregoing as a reasonable attempt to define a position that is not easily translated into an hourly basis or reduced to specific duties without gross oversimplification of the nature of the primary position. Licensee further recognizes the full opportunity to discuss serious deviations from the above with their assigned Area Coordinator and/or the Assistant Director for Leadership Development.

1.6 As the University Village Apartments are open year-round RAs are required to serve on duty some portion of the break periods (Winter Break, Spring Break, government holidays, etc), with time to be equally divided among that RA team.

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2. RA Conditions

2.1 Appointments to the position of RA are made for the standard academic year or summer term. In all circumstances, the RA is directly responsible to their Area Coordinator and Graduate Coordinator and subject to review for continuance. Appointments may be canceled at any time for failure to maintain grade requirements, to successfully complete training requirements, to adequately perform position responsibilities, to support and be in continuous compliance with University policy, University Village policy and/or the law, or as a result of being placed on either academic or disciplinary probation by the University. An Area Coordinator or Assistant Director for Leadership Development may cancel appointments to the RA position at any time for unsatisfactory performance in the position. RAs who demonstrate exceptional performance may seek appointment for another year. The RA understands and agrees that assignment to a particular building is not guaranteed and will accept placement in any location where their skills are most needed. Except for mid-year appointments, the RA must be willing to commit to their responsibilities with the Residential Education Team for the entire academic year. They will also be required to move out of their University Village RA apartment following a timeline set at the end of their position.

2.2 The RA must be enrolled at Cal Poly Pomona for the period of appointment with the exception of Summer RA appointments. Extended studies enrollment does not fulfill this requirement.

2.3 The RA must have completed two semesters of college work at Cal Poly Pomona or another accredited university (if a transfer student) before the period of appointment.

2.4 The RA must maintain a 2.5 cumulative G.P.A. during period of appointment. The Residential Education Department reserves the right to check grades of the RA candidates during the RA selection process as well as for the RA team through the duration of the RA appointment.

2.5 RAs must carry no less than 12, but not more than 20 units per semester of undergraduate work. Graduate students serving as an RA must carry no less than 6 units of graduate study.

2.6 RAs are able to hold other employment positions, including Foundation positions (with the exception of the Village Community Development Team role due to conflicting training schedules and responsibilities). Additionally, RAs are encouraged to get involved in campus extracurricular activities. Any outside employment/involvement should be discussed with the RAs supervisor and shall not interfere with the duties and expectations of the RA role.

2.7 RAs will serve on duty weeknights and on duty weekends as assigned (equally with other team members). While on duty, RAs will remain on University Village property and will be available to address any concerns that should arise during their shift.

2.8 RAs will reserve Tuesdays from 7:00 – 8:30P.M. for a weekly staff meeting. In the event a required class is only offered at this time, RAs may request approval to miss the staff meeting from their supervisor and will be expected to make up any content missed.

2.9 RAs will remain visible in their assigned building(s) throughout the length of their appointment. Any plans to leave for an extended period of time (for example a vacation) should be discussed with their supervisor.

2.10 All RAs will be expected to work for the resident move-in day in August and move-out day in May. Additionally, RAs will be expected to continue to work for the week after resident move-out to assist with the inspections of apartment spaces.

2.11 All RAs must follow and enforce the Student Code of Conduct and University Village Community Standards. RAs cannot be on disciplinary probation or a more severe disciplinary sanction at the university. The Residential Education Department reserves the right to check the conduct records of the RAs through the duration of appointment. Violating University or University Village policy may result in removal from the position.

2.12 RAs are expected to follow the policies that they enforce. RAs are a role model and representative of Foundation Housing Services both on campus, off campus and in on-line communities (i.e. Facebook, Instagram, Twitter, etc.). Choices made by RAs affect their ability to be respected and to fulfill their RA responsibilities. A violation of any one of these policies can and may result in removal from the RA position and from housing.

2.13 RAs are “responsible employees” for the University regarding any Title IX concerns that they become aware of at any point.

2.14 RAs that are under 21, shall not consume alcohol or illegal drugs at any time and shall not be in the presence of alcohol or illegal drugs.

2.15 RAs that are 21 or older, shall not consume alcohol at least 12 hours before any position related obligation begins (duty, weekly meetings, programs, departmental initiatives, etc.). Removal from the RA position could be the result of the following behaviors regarding alcohol and drugs: 1) coming into the University Village apartments under the influence of alcohol and other drugs which attracts attention from other staff and residents, 2) consuming alcohol in front of underage students anywhere or anytime, and 3) being in the presence of illegal drugs anywhere or anytime.

2.20 RAs will uphold the Residential Education Team expectations outlined in RA training.

3. RA Responsibilities

Responsibilities for the RA positions include three areas: (1) Student Development and Community Building; (2) Training and Development; and (3) Administrative/Operational.

3.1 Student Development and Community Building

3.1.1 The RA will demonstrate a positive attitude toward Foundation Housing Services at Cal Poly Pomona and will endeavor to encourage and support the goals and objectives of Foundation Housing Services.

3.1.2 The RA will serve as a role model and demonstrate good judgment and ethical behavior both on and off campus. This includes behaving within the law and all policies and procedures established by the University and Residential Education during the entire period of appointment, including when the halls are closed.

3.1.3 The RA will serve as a resource for students regarding areas of personal and academic concerns, and when necessary, will refer residents for follow up counseling/advising with others as appropriate. RAs are expected to spend a minimum of two hours per week focusing on resident connection and spending time with their residents to get to know them as individuals in order to maximize the student development role.

3.1.4 The RA will be expected to further their personal mediation/conflict resolution skills and familiarize themselves with campus resources to facilitate successful roommate mediations in the complex.

3.1.5 The RA will actively promote the concept of community in the University Village and encourage residents to take responsibility for positive and assertive behavior within that community.

3.1.6 The RA will purposely promote holistic student and community development through the implementation of the Residential Education programming model.

3.1.7 The RA will meet with the residents of each apartment to facilitate complete and thorough Community Living Agreements (CLA's) at the beginning of the year and whenever there is turnover in the apartment.

3.1.8 The RA will clearly and positively communicate the guidelines that residents must live within, as noted in the University Village License Agreement, the Community Standards, and the Community Living Agreement. When student behavior violates these guidelines, the RA will respond in a manner that the student is encouraged to not only take responsibility for their inappropriate behavior, but also to learn from the experience.

3.1.9 The RA will change bulletin boards at least once a month and be sure that they are up to date with information.

3.1.10 The RA will develop welcome materials (welcome letters, door decs, welcome posters) at the start of the academic year.

3.2 Training and Development

3.2.1 The RA will actively participate in a comprehensive training in August prior to the opening of the halls. Due to the nature of the position, no other activities or commitments may be held during this period without prior approval. Approval to miss training is typically only provided (within reason) for those taking summer classes. Training dates are outlined at the start of this document.

3.2.2 The RA will participate in spring training prior to the opening of the halls in January to prepare for the upcoming semester. Training dates are outlined at the start of this document.

3.2.3 The RA will meet with one of their supervisors weekly in a one-on-one meeting to discuss their work, academics, and personal/professional growth.

3.2.4 The RA will meet weekly on Tuesday nights from 7:00-8:30pm for the large/small staff meeting during which training topics, new business items, and team development will take place.

3.2.5 The RA will take part in an evaluation meeting at the end of fall semester to discuss their performance in the role and to development an action plan for continued growth.

3.3 Administrative/Operational

3.3.1 The RA will serve on-duty during weeknights at the University Village, splitting shifts equally with other team members, and will remain on property during their shift from 4:30pm to 8:00am.

3.3.2 The RA will serve on-duty during weekends at the University Village, splitting shifts equally with other team members, and will remain on property during their shift from 4:30pm to 4:30pm.

3.3.3 The RA will respond to property wide emergency situations whether on duty or not, as needed.

3.3.4 The RA will assist with maintaining the security of the University Village property by doing regular community walks while on duty.

3.3.5 The RA will participate in departmental programs and initiatives for the Residential Education Team as needed (e.g. Kick-Off Classic, Vacation at the Village, Wellness Week, and other large-scale programming).

3.3.6 The RA will thoroughly and accurately complete all required paperwork needed for the position which includes, but is not limited: incident reports, work orders, program proposals, lock out slips, etc.

3.3.7 The RA will complete additional administrative duties as assigned**.**

I state that I have read the above "University Village Resident Advisor Terms and Conditions 2027-2028." Further, I state that I understand, accept, support, and will adhere to all information contained within this document as they relate to my position as a Resident Advisor.

Signature of Student_____ Date _____