Our Mission

The Office of Residential Life and Housing at Rhode Island College is dedicated to providing an open and respectful environment that is caring, positive and safe.

Through a student centered approach to learning that values shared responsibility, empowerment and leadership; our staff strives to inspire personal growth and academic success.

Our office is represented by a diverse and educated professional staff committed to providing students with the highest level of quality and efficiency through continued professional development and a proactive approach to problem solving.

By building a supportive community that celebrates creativity and diversity, our goal is to provide lasting connections that instill a commitment to leadership and citizenry.

Diversity Mission

To openly accept every difference of all Rhode Island College residents and students including but not limited to race, gender, religion, ability, orientation, political views, language, ethnicity, culture, beliefs, values, and socioeconomic status. We will strive to ensure the comfort and safety of all community members by celebrating, appreciating, and educating without judgment the community members we serve through programming, leadership opportunities, accepting new ideas, and inspiring others to lead by example.

Office of Residential Life & Housing Professional Staff

Director of Residential Life & Housing  Teresa Brown
The duties and responsibilities of the Director include:

- The selection, training, supervision, and evaluation of the staff employed in the ResLife program.
- The management, coordination, and budgeting of maintenance, repairs, housekeeping, and security.
- Liaison with academic and other support departments to promote and sustain the total housing program.
- The development, interpretation, and enforcement of all policies and procedures within the residence halls.
- The development, interpretation, and enforcement of all Residential Life and Housing programs and services.

Assistant Director of Residential Life & Housing  Brian Lalli
The Assistant Director is primarily responsible for the central administrative support functions of the department including:

- Housing facilities management (including housekeeping and maintenance)
- Room assignments and changes
- Damage billing and student accounts
- Customer service and department marketing
• Management of the keys/cards
• In addition, the position may involve other areas of student contact and staff training as designated by the Director of Residential Life and Housing.

**Office of Residential Life & Housing Information Aide**  
**Deb Paquette**

The responsibilities of the Office Aide for the Office of Residential Life and Housing include:

• Managing the office  
• Assisting the Director of Residential Life and Housing  
• Supervising the student aides  
• Overseeing the student payroll  
• Maintaining files on each resident student  
• Maintaining a current list of off campus housing

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**Area Coordinators**

The area coordinator position is a live-in position. They direct and administer a comprehensive student personnel and management program in a residential area comprising of two to three residence halls. They provide day-to-day leadership, supervision and service in the assigned area. Serve in leadership role in one of three departmental functions including Staff Selection, Training & Development; Community & Program Development; First Year Residential Experience. Additionally, they provide crisis intervention support to on-call staff. The area coordinators are direct support and supervisor for hall director staff within area jurisdiction (as specified). Other job responsibilities are similar to the hall director positions which are judicial hearing officer, programming, maintenance, front desk, and security.

For this academic year the Area Coordinators are:

<table>
<thead>
<tr>
<th>Sweet Hall</th>
<th>Nachel Motta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weber Hall</td>
<td>Peter Gibb</td>
</tr>
<tr>
<td>Willard Hall</td>
<td>Kyle Black</td>
</tr>
</tbody>
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**Residence Hall Directors**

There are three Hall Directors on campus, one for each residence hall. Each Hall Director lives in the residence hall for which they are responsible for. The following is a list of the Hall Directors responsibilities:

• Supervision of the Resident Assistants’ job performance in their residence hall, including quality programming  
• Overseeing Front Desk operations in their residence hall  
• Maintaining secure environments in the residence halls  
• Overseeing disciplinary actions and procedures  
• Overseeing maintenance in their residence hall
• Maintaining an environment that is conducive to the students’ academic, personal, and social growth
• Maintaining the operation of a secondary assignment which includes:
  o Advising Senior Resident Assistants
  o Coordinate Professional
  o Development Opportunities
  o Supervising Office Publications
• Maintaining an on-call schedule to ensure that a professional staff member is available 24 hours a day in the event of a crisis or problem
• In addition, the position may involve other areas as designated by the Director of Residential Life and Housing

For this academic year the Residence Hall Directors are:

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browne Hall</td>
<td>Alize Cordell</td>
</tr>
<tr>
<td>Thorp Hall</td>
<td>Aysia Thomas</td>
</tr>
<tr>
<td>New Hall</td>
<td>Alex Khoury</td>
</tr>
</tbody>
</table>

**Additional Support Staff**

**Housekeeping**
Each Residence Hall has a Housekeeping Staff, whose responsibilities include vacuuming or sweeping common areas, cleaning bathrooms, and removing garbage. It is important to convey to the students that Housekeeping is not a maid service, and should not have to pick up after students unnecessarily. You, and the residents, should confront the housekeepers with any issues and/or problems you have; if this process is not a successful one you should bring the concern to your supervisor for further action.

**Physical Plant Staff**
We work very closely with the staff at the physical plant, including: electricians, plumbers, carpenters, etc. If you have a concern you feel that they should be addressing bring it directly to your supervisor, do not attempt to call in a work order yourself as they need verification from the professional staff to begin the job.
RA Compensation

As a Resident Assistant you are compensated for your duties by receiving room and board for the academic year. Please be advised that your room and board is considered a payroll earning and is therefore considered taxable income. Each semester you will be expected to sign a check which is generated by the Payroll Office of the college; once you sign this check it will be credited to your account. You will also receive a $100.00 (150.00 for Senior Resident Assistants) stipend at the end of each semester provided your job requirements for that semester have been fulfilled.

2014-2015 RA Staff

<table>
<thead>
<tr>
<th>Hall</th>
<th>Room</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browne:</td>
<td>1A-12</td>
<td>Audra Cornell</td>
</tr>
<tr>
<td></td>
<td>3A-12</td>
<td>Shannon McCarthy</td>
</tr>
<tr>
<td></td>
<td>4B-7</td>
<td>Mary Elizabeth Gosselin</td>
</tr>
<tr>
<td></td>
<td>6B-7</td>
<td>Taylor Brooks (SRA)</td>
</tr>
<tr>
<td>New Hall:</td>
<td>008</td>
<td>Kyle Penrod</td>
</tr>
<tr>
<td></td>
<td>108</td>
<td>C’ondra Brabham (SRA)</td>
</tr>
<tr>
<td></td>
<td>208</td>
<td>Zachery Raso</td>
</tr>
<tr>
<td></td>
<td>308</td>
<td>Joana McFarlane</td>
</tr>
<tr>
<td></td>
<td>408</td>
<td>Herson Martinez</td>
</tr>
<tr>
<td></td>
<td>508</td>
<td>Cynthia Rego</td>
</tr>
<tr>
<td>Sweet:</td>
<td>001</td>
<td>Meghan Kaminski</td>
</tr>
<tr>
<td></td>
<td>200</td>
<td>JacQua’n Stanley</td>
</tr>
<tr>
<td></td>
<td>300</td>
<td>James Calechman (SRA)</td>
</tr>
<tr>
<td></td>
<td>400</td>
<td>Kendra Cabral</td>
</tr>
<tr>
<td>Thorp:</td>
<td>B-9</td>
<td>Katina Gustafson</td>
</tr>
<tr>
<td></td>
<td>F-41</td>
<td>Alex Akinkugbe</td>
</tr>
<tr>
<td></td>
<td>M-104</td>
<td>Chris Higgins (SRA)</td>
</tr>
<tr>
<td></td>
<td>Q-136</td>
<td>Nakita Guerrouxo</td>
</tr>
<tr>
<td>Weber:</td>
<td>B-12</td>
<td>Alyssa Chito (SRA)</td>
</tr>
<tr>
<td></td>
<td>E-51</td>
<td>Chris Kelly</td>
</tr>
<tr>
<td></td>
<td>L-106</td>
<td>Ashley Logan</td>
</tr>
<tr>
<td></td>
<td>N-140</td>
<td>Kevin Stone</td>
</tr>
<tr>
<td>Willard:</td>
<td>B 3/05</td>
<td>Joseph Barbagallo (SRA)</td>
</tr>
<tr>
<td></td>
<td>G 7/6</td>
<td>Emily Gavitt</td>
</tr>
<tr>
<td></td>
<td>J 2/11</td>
<td>Shane Crelin</td>
</tr>
<tr>
<td></td>
<td>L 5/11</td>
<td>Kelsey Shayer</td>
</tr>
</tbody>
</table>
Senior Resident Assistant Contract

General Description of Position:
The Senior Resident Assistant position is a student leadership position focused on supporting fellow Resident Assistant staff members by being a role model, a resource, and a referral agent. The Senior Resident Assistant is expected to follow the job guidelines laid out in the Resident Assistant contract, as well as the guidelines listed below. The guidelines listed below are subject to revision based on need decided by the Office of Residential Life & Housing.

Position Responsibilities:

Leadership on Staff
1. Participate in weekly meetings with HD
2. Relay information to hall staff and other Senior RAs and Hall Council

Management of Staff
1. Serve as a resource to RAs and residents
2. Serve as a staff barometer and stay aware of the RA needs
3. Organize and administer one staff development activity per month

Collaboration with All Senior RAs
1. Inform others of programs happening in their own hall
2. Provide input on topics as directed by Director of Residential Life & Housing
3. Serve on the Senior Resident Assistant Council (SRAC)

Advising Hall Council
1. Co-Advisor with HD
2. Collaborate on programming efforts with RAs and/or other organizations
3. Serve as a liaison between staff and hall council
4. Conduct program evaluations with Executive Board and general body

Administrative Duties
1. Create and maintain the Duty schedule
2. Hold Weekly Office Hours; 5 hours per week
3. Complete all Health and Safety Inspections with HD
4. Maintaining organization and cleanliness of Front Desk and Duty closet
5. Coordinate Lounge Reservations
6. Manage the Resource room
7. Supervise monthly Calendar and Bulletin Board
8. Other administrative duties as assigned
9. SRA’s are permitted fifteen hours of outside activity per week

Programming Duties
1. Organizing and logging programs for programming log
2. Hold one-on-one meetings with RAs (i.e. Bi-weekly in regards to Event Planning)
3. Collecting and organizing Event Planner evaluations from each staff
4. Budgeting Event funds with HD
5. Plan one All Hall Event per Semester

I (Print Name) ________________________________ hereby accept all responsibilities of the Senior Resident Assistant position as outlined above.

Signature: ________________________________ Date: _____________
The position of Resident Assistant is contracted for the entire 2014-2015 academic year and is considered to be the principle non-academic commitment. Resident Assistants are expected to act as positive role models and maintain the highest level of commitment towards attaining the goals established by the Office of Residential Life and Housing. As staff members, you are charged with furthering these goals by fulfilling the terms of this agreement and by maintaining at all times exemplary standards of personal and professional conduct. A staff member’s conduct on and off campus must be above reproach. This includes abiding by all College and Housing policies and procedures.

A resident assistant will work as a community developer and an administrator for staff and students in his/her residence hall. Resident Assistants are expected to recognize the needs of their residents and serve as a liaison between the resident population and the administration. In an effort to maintain an environment conducive to personal and educational growth, resident assistants should confront and uphold all college/department policies for the common good of the community. A Resident Assistant is a member of the Office of Residential Life and Housing Staff and is directly responsible to the professional staff of his/her building. However, you will also need to respond to requests of the other Residence Hall Directors, the Office Manager, the Assistant Director of Residential Life and Housing and the Director of Residential Life and Housing.

A. ADMINISTRATIVE DUTIES

1. I will act as a liaison between the professional live in staff and the residents.
2. I will complete all administrative tasks efficiently and promptly. Some examples are: work order requests, surveys, evaluations, projects, and event planning reports, etc.
3. I will assist with room condition reports in the fall and spring semesters and at times that students move in or out of the hall.
4. I will assist with the development and referral of work orders and maintenance projects.
5. I will perform secondary assignments as designated by the professional staff.
6. I will assist residents with lock outs during duty hours or when Campus Police is unavailable.
7. I will follow the designated “chain of command” of the Office of Residential Life and Housing.

B. PERSONAL STANDARDS

1. I will respect all lifestyles and personalities of students/residents.
2. I will respect the confidentiality of private interactions with residents and staff. However, if a student is going to cause harm to him/herself or others or inform me that they have been involved in a sexual assault or have knowledge of a sexual assault, I am legally obligated to discuss the situation with my supervisor.
3. I will respond to personal concerns and difficulties of my residents on both an individual and group basis.
4. I will work with other college personnel and departments in a supportive and cooperative manner.
5. I will attain an overall GPA of 2.50 or higher by the end of the Spring 2014 semester and maintain a minimum GPA of 2.50 while registered as a full time degree candidate (12 credits or more for undergraduate and 9 credits or more for graduate) during my entire resident assistant employment period. I understand that failure to maintain the minimum GPA or be registered
for less than the appropriate credit level may result in removal from the position. Any special circumstances must be approved by the Director of Residential Life and Housing. (*If at any time we feel the Resident Assistant position is deterring from your ability to be a student we reserve the right to remove you from the Resident Assistant position.*)

6. I will support and assist fellow Residential Life and Housing staff members at all times.

C. **AVAILABILITY/APPROACHABILITY**

1. I will be visible and available to all residents of my Hall, especially during evening periods, both on and off duty. I will be available to escort maintenance personnel and vendors through the residence hall upon request as I realize this is part of my responsibilities.

2. I will actively initiate contact with students in my assigned area to develop a rapport with each of them.

3. I will assist with freshman/transfer orientation to the college as requested by the Office of Residential Life and Housing.

4. I will obtain approval from my supervisor for any outside/extracurricular activities **prior to my involvement**. Those activities include but are not limited to work (on or off-campus), internships, committees, clubs and organizations, athletics and theater. I understand that the number of hours involved in these activities/jobs is limited to twenty (20) hours or less per week. Any exceptions require the prior approval of my supervisor and the Director of Residential Life and Housing.

5. I will assist the Department of Residential Life & Housing with residence hall tours and promotion during the Fall & Spring Admission Open House programs. These dates will be announced in the fall but are typically in November and April.

6. I will assist with the hall opening/closing responsibilities each semester as delineated by the Residence Hall Director. I may be required to remain on campus a minimum of 24 hours after each official closing of the residence halls. I understand that I am the first to arrive and the last to leave.

7. I understand that I must attend the new staff meeting on April 4, 2014 from 4:30 pm to 6:00 pm to begin my orientation to the Resident Assistant position.

8. I understand that I will need to be on-campus and ready to undertake my responsibilities at 8:00am on August 17, 2014. I understand that I will assist with the opening of the residence halls on August 30-31, 2014. I understand that I will assist in closing the residence halls on December 19, 2014 at 6:00pm.

9. I understand that I will be on-campus and ready to undertake my responsibilities at 8:00am on January 12, 2015. I understand that I will assist with the opening of the residence halls on January 18, 2015. I understand that I will assist in closing the residence halls on Friday, March 6, 2015 at 6:00pm and be present to re-open the hall on March 15, 2015 at 3:00pm. I understand that I will assist in closing the residence halls for May 4-11, 2015 and must remain until final closing on May 12, 2014. A select number of staff members will be assigned to sit nightly duty and assist with check-out during Senior Week. **All Spring 2015 dates subject to change**

10. **I understand that I am expected to be present for all events, workshops and activities during each staff training orientation. Any outside involvement or commitments must be approved by the Department. I understand that involvement in other activities during the August and January training session will not be allowed and that my full time attention is directed at my RA responsibilities. Please plan accordingly.**
D. **DUTY**
1. I will be on duty in my residence hall/assigned area from 7:00pm to 7:00am on weeknights and 7pm-10am on the weekends (Fri& Sat). With regards to scheduled duty, I will complete an equitable amount of days of the week and weekends as necessary for staff coverage based on the size of the staff and in a rotation designated by the Hall Director. I will follow all duty requirements/procedures. When on duty, I will make regular complete rounds of the building and be totally available to residents as well as identify any problems/concerns. I will check-in with the Hall Director On-Call at the beginning of each duty night. While on duty, I will not leave the building at any time without the consent of the Hall Director On-Call. While on duty I will work at the front desk from 7pm-10pm each night except for Thursdays where I will work the front desk until 2am (*times are subject to change based on residential population need*).
2. I will make sure that the name and room number of the RA on duty each evening is posted in the building.
3. I will not consume alcoholic beverages the day of or during my twelve hour duty shift. Impairment of abilities to fulfill the responsibilities of the position will be grounds for review of job status.
4. I will call the Professional Staff On-Call in any emergency.
5. Changes in the Duty Schedule must first be approved by my supervisor.
6. I understand that I am responsible to maintain telephone and voice mail service in my room at all times (both services provided by the College with local and on-campus calling only). I understand that I must supply the telephone for my room. I understand that I need to check voice mail a minimum of two times a day and on an hourly basis when on duty. I understand that the phone ringer must be on at all times. I understand that the front desk phone must be forwarded to my room phone number when on duty and released when duty is concluded.

E. **PEER ADVISOR/RESOURCE PERSON**
1. I will make referrals of students within the limits of my training and capabilities to appropriate individuals/offices on campus on academic, personal and social matters.
2. I will keep an updated variety of information about the College and the resources available to residents.
3. I will be aware of and communicate what is happening on campus with respect to academic, social and co-curricular activities to the residents.
4. I will hold meetings with my assigned area as necessary.
5. I will immediately post/distribute all notices/publicity received.
6. I will encourage students to become active in the Residence Hall Council in my area. I will actively support the Hall Council and their efforts.

F. **EVENT PLANNING/COMMUNITY DEVELOPMENT**
1. I will assess the needs and interests of the residents in my assigned area.
2. I will fully complete all requirements of the programming model as outlined during RA Training.
3. I must receive prior approval from my supervisor in order to receive credit and funding for each activity/event/presentation. I will submit appropriate receipts for each one within 48 business hours of the program. I understand that I am financially responsible for any unsettled expenditures or if I fail to turn in a receipt(s).
4. I will encourage students to become more involved in event planning/community development to assist in the development of community spirit with the building.
5. I will submit a written evaluation of each activity/event/presentation within 48 business hours of its date as well as evaluations of the activity/event/presentation completed by the participants.
6. I will work with my staff and other resident assistants to develop and implement an opening activity/event/presentation in my building at the beginning of each semester.

G. STAFF DEVELOPMENT
   1. Attend all staff meetings and individual meetings with the professional staff as scheduled.
   2. Attend all staff training/orientation sessions held by the Office of Residential Life and Housing in August and January (usually held during the week(s) prior to hall opening; see section C number 6 for specific dates).
   3. Attend all total staff meetings as designated in RA Training as well as meet all on-going staff development requirements during the academic year as determined by the Office of Residential Life and Housing (All Staff Meetings, RA Conference, and additional development opportunities included).
   4. Returning resident assistants will be required to assist in the training/orientation of the new resident assistant staff prior to and during the course of the academic year.
   5. I will submit a weekly report to my supervisor (verbally or written) if requested.

H. POLICY IMPLEMENTATION
   1. I will be aware of Residence Hall and College policies and procedures and inform students of them, as well as the consequences of any inappropriate behavior.
   2. I will encourage students to take responsibility for their own behavior as well as the enforcement of College policies.
   3. I will enforce all Residential Life and College policies and regulations fairly and consistently. I shall report, in writing, all possible violations of any College policies by residents or non-residents as well as incidents and emergencies that occur in the residence hall.
   4. I will submit all incident reports within 24 hours of the incident to my supervisor and complete appropriate follow-up work with the professional staff and/or Director of Residential Life and Housing.
   5. I will intervene if residents are creating a community problem by violating community norms or policies.

I. RESIDENCE HALL SECURITY AND SAFETY
   1. I will become familiar with the fire alarm systems and evacuation procedures and implement them as needed. I will assist with the operation of fire drills in my building (minimum of 2 drills per semester).
   2. I will educate residents about security and safety measures in the buildings and campus.
   3. I will conduct periodic inspections of resident rooms and suites, giving special attention to fire hazards, especially electrical cooking equipment, illegal extension cords and health conditions.
   4. I will work closely with the Office of Security and Safety to insure the safety of the residents.
   5. KEY ISSUANCE:
      • I realize that keys/cards issued to me are my responsibility.
      • I recognize that loss or misuse of keys is considered a serious failure of my duties and responsibilities and may lead to my dismissal from the RA position and/or restitution.
      • The keys issued to me are never to be given to students.
• The keys are to be used in response to emergency situations, health and safety inspections and to give a resident access to his/her personal room only. Any other use constitutes a serious failure of my duties.
• Keys that are issued to me for use on suite and bedroom doors as well as keys for staff storage/office areas in my hall should never leave the residence hall at anytime.
• Loss of any keys must be reported immediately to my supervisor and if that individual is not available then to the Professional Staff On-Call or the Director of Residential Life and Housing.
• If keys are lost after business hours I will contact the Professional Staff On-Call immediately.

J. SANCTIONS FOR BREACH OF CONTRACT
1. Resident Assistants who fail or are unable to fulfill the obligations of this contract will be subject to but not limited to loss of wages, probationary status, loss of the position and/or administrative action.
2. Resident Assistants who fail to comply with Rhode Island College/Residential Life and Housing policies and procedures and Rhode Island State Laws will be subject to review for possible administrative action. This action may include, but is not limited to, immediate dismissal from the resident assistant position. If dismissal or resignation occurs, the financial benefits of the position will cease immediately. The staff member will also be required to move from the room to which they were assigned as a resident assistant to another location either on or off campus. The Office of Residential Life and Housing also reserves the right to suspend or terminate a resident assistant from the position when the safety or health of the resident assistant or any member of the College community is threatened, pending due process action by an appropriate administrative officer.

I understand that resident assistants are hired for one academic year only. This appointment is subject to the probationary period of one semester for new resident assistants. I understand that only a limited number of staff will be rehired. I realize that I may be assigned to other duties/building, consistent with the spirit of this agreement during the term of this contract. I understand that reimbursement for the position is room, board, and a semester stipend.

Signature Page

I hereby accept all responsibilities of the Resident Assistant position as outlined above.

Resident Assistant: (print name) ________________________________

Signature: ________________________________ Date: _____________

______________________________ Date: _____________

Director of Residential Life and Housing