Office of Residential Education

VILLAGE ASSISTANT AGREEMENT

I, the undersigned, accept the position of Village Assistant offered in the Office of Residential Education for the 2016 - 2017 academic year with an approximate stipend for:

I, the undersigned, accept the position of Village Assistant offered in the Office of Residential Education for the period of Sunday August 14, 2016 at 5:00 pm to Monday May 15, 2017 at Noon with an approximate stipend for:

- 1st year RAs-$4,000 full year or $235.29 every two weeks;
- 2nd year RAs-$4,350 full year or $255.88 every two weeks;
- 3rd year RAs-$4,700 full year or $276.47 every two weeks;
- 4th year RAs-$5000 full year or $294.12 every two weeks.

All staff will receive single occupancy rooms at a double occupancy rate. Please be aware that all rooms will not be equal and the Office of Residential Education reserves the right to relocate you during the summer if needed to accommodate housing needs.

I understand that as a VA 50% of my payment will be stipend based on my responsibilities as a Village Assistant in an assigned area. The other 50% of compensation will be based on actual office hours worked in an assigned office.

*Once these amounts are confirmed, you will be informed and asked to sign another contract confirming you have been made aware of the salary.

All staff will receive single occupancy rooms at a double occupancy rate. Please be aware that all rooms will not be equal and the Office of Residential Education reserves the right to relocate you during the summer if needed to accommodate housing needs.

Important Dates

*VAs may be asked to assist in RA coverage if needed.

- Fall training and Opening: 8/14/2016 – 8/28/2016
- Fall break: RA coverage required from 10/15/2016 - 10/23/2016
- Thanksgiving: RA coverage required from 11/24/2016 - 11/27/2016. The College is open and Residence Halls are under normal operation.
- Fall Closing: Work required until NOON on Monday, December 19, 2016
- Winter Term RAs: RAs working WT must return at 3:00 pm on 1/1/2017
- Winter Term work: RA coverage and some programming required from 1/1/2017 - 1/24/2017
- Winter Training: RAs must return to campus before 5:00 pm on Wednesday, January 25, 2017
- Spring Break: RA coverage required from 3/18/2017 - 3/26/2017
- Spring Closing: Work required until NOON on Monday, May 15, 2017
- Mandatory Cluster Staff Meetings: contact your supervisor for time and day of your weekly meeting

*****These dates may change. Please speak with the Direct Supervisor before you make any travel plans.

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General Position Description:

The Village Assistant position is a unique student staff opportunity within the Office of Residential Education and Dining Services. Working in a variety of non-traditional housing settings, Village Assistants not only facilitate the development of a positive learning community, but also play a critical role in assisting students to develop the skills necessary for independent living. This is accomplished through the thoughtful and intentional implementation of the Senior Year Residential Experience as well as significant administrative and committee work within the Office of Residential Education & Dining Services in accordance with guidelines established by the College and the Office of Residential Education & Dining Services. The Senior Year Residential Experience is an initiative that seeks to enhance students’ final year at Oberlin through a variety of experiences designed to foster growth, reflection, and preparation for the transition to post-Oberlin life.

S:\All AC's folders\Recruitment & Selection\Student Staff\Agreements\16-17 VA Agreement 2016-17.doc
Specific Responsibilities:

Community Facilitator

A. Relationship Facilitator

1. Provide a formal introduction by welcoming and orienting residents, and modeling for them the norms, values and rules of the Oberlin College community.
2. Establish contact with each resident by the time s/he moves into Village Housing. Meet each resident, in person, no later than one month after his or her arrival.
3. Be visible and accessible to residents.
4. Maintain regular contact with residents in the assigned Village Housing area.
5. Assist residents in learning one another's names, and interests, outside of structured programming opportunities.
6. Act as a moderator between residents when needed.
7. Create opportunities for interaction between and encourage connections among students, staff, and faculty.

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B. Community Involvement

1. Create a sense of investment in the area by assisting residents in becoming active members of the community.
2. Create a sense of identity for the living group in conjunction with residents of the area.
3. Develop and offer a variety of opportunities that encourage residents to establish contact with each other and that promote personal growth and development. While fulfilling all departmental expectations based on the programming model.
4. Routinely publicize upcoming events in Village Housing and in the larger College community.
5. Promote, recruit involvement in, and assist in advising Village Council.
6. Encourage and support students in their involvement in campus student organizations and campus activities.

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C. Student Development & Success

1. Create a supportive environment for personal and academic growth.
2. Create a community that actively encourages academic success.
3. Assist the Office of Residential Education in addressing student developmental needs.
4. Help Village Housing residents to understand the responsibilities that come with independent living.
5. Be familiar with campus resources to promote student success by knowing and utilizing referral processes for assistance with problem situations such as policy violations, personal concerns, etc.

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D. Community Standards

6. Assist residents of the Village Housing area in establishing group standards, allowing residents to have accountability in and for their community.
7. Act as a moderator in community dialogue.
8. Actively work with residents to create a community where students are comfortable with people from any culture, and whose attitudes, language, and behavior reflect awareness and sensitivity to other cultures and backgrounds.
9. Understand and articulate College and/or Residential Education procedures and policies as outlined in College publications.
10. Confront and report individuals or groups violating community, College or Residential Education rules and regulations.

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Administrative Duties

A. Communication

1. Communicate frequently, openly, and honestly with your AC supervisor and other members of staff in the Office of Residential Education, including your supervisor for office hours.
2. Check mailboxes, voicemails and emails.
3. Connect a landline phone in your unit, and set up college voice mail by the first day of classes.
4. Maintain confidentiality concerning position-related information while keeping AC supervisor advised.
5. Actively support a positive staff team dynamic.
6. Be respectful and appropriate in all professional communication with residents, fellow student staff, faculty, and administrative and professional staff.

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B. In-Area
1. Complete incident reports as needed and follow up as requested by supervisor.
2. Monitor and report condition of common areas as required by Residential Education. In Village Housing, common areas include, but are not limited to, porches, lawns, and driveways.
3. Complete weekly walkthroughs of the assigned Village Housing area as outlined by supervisor.
4. Participate in opening, closing and any move processes throughout the year.
5. Collect and review room/apartment/house condition reports from residents.
6. Complete, in a timely manner, administrative tasks such as maintenance requests, weekly reports, purchasing forms, life safety inspections, occupancy reports and others assigned by the Residential Education.

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C. In-Office
1. VAs are responsible for six (6) hours a week of work in the main Residential Education and Dining Services office. Each VA will be paired with a professional or administrative staff member within the office who will be his/her supervisor for this portion of the position. VAs will not only be evaluated on attending office hours, but also on the quality of work completed during the hours. VAs are not expected to complete office hours during Fall Break, Winter Term, and Spring Break. If a VA wishes to use breaks to make up hours missed at other points in the year, s/he may do so with the advance written approval of the Area Coordinator.
2. Each VA may work with a committee within the Office of Residential Education & Dining Services. For the 2014-2015 academic year, the options will be: Student Staff Recruitment, Student Staff Training, Professional Staff Recruitment, the Housing & Dining Committee (meets 2 Tuesdays each month from 4:40 p.m. to 6 p.m.), and the Student Staff Steering Committee (meets one Tuesday of each month from 4:30 p.m. to 6 p.m.).
3. Participate in weekly staff meetings, staff development programs, and individual meetings or other Residential Education meetings required by supervisors.

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Other Duties
1. Complete other duties as assigned by the Office of Residential Education & Dining Services.

In addition to agreeing to the general responsibilities outlined above and staff expectations that will be received during training prior to hall opening, I agree to the following:

1. Training: Staff members are expected to attend training sessions as scheduled by the Office of Residential Education. Staff should come fully prepared to participate.
   a. Fall Training: staff must be back on campus and ready to begin fall training at 5:00 pm on Sunday, August 14th, 2016. Staff may return to campus Friday, August 12, 2016 after 9:00 pm. No meals will be provided until dinner on Sunday, August 14.
   b. Winter Training: staff must be back on campus by 5:00 pm on Wednesday, January 25, 2017 and ready to begin winter training at 5:00 pm the same day. Winter training will run from Wednesday, January 25 -Saturday, January 28, 2017.
   c. Residential Education believes in continual training for student staff. Each semester, each staff member will be able to pick from a list of several predetermined Res Ed workshops or all-campus educational programs to attend for in-service credit. This will be explained in detail during training. All student staff MUST complete 2 approved inservices each semester.
   d. Residential Education believes in continual training for student staff. Each semester, each staff member will be able to pick from a list of several predetermined Res Ed workshops or all-campus educational programs to attend for in-service credit. This will be explained in detail during training. All student staff MUST complete 2 approved inservices each semester.
   e. Residential Education believes in continual training for student staff. Each staff member will be able to pick from a list of several all campus educational programs to attend for in-service credit. All student staff members MUST complete 2 approved inservices each semester.
2. **Time Commitment:** Staff members are expected to recognize that satisfactorily fulfilling the job requirements will demand a varying but considerable commitment of time. In order to assure that one is willing and able to devote sufficient daily time to the staff position in addition to one's academic commitments, staff should understand that:

   a. Staff members must be available to devote their time during fall staff training and orientation to attending training and orientation sessions, and preparing the residence halls/houses for student arrival. The dates are from **Sunday, August 14, 2016 - Monday, August 28, 2016.**

   b. It is important to us that student staff members remain balanced in this position. Therefore, supervisors will meet with student staff members at the beginning of the year to discuss outside commitments. If a student staff member wishes to take on additional commitments throughout the year, it is imperative to discuss them with the supervisor prior to accepting the commitments. Please understand that we do not necessarily limit the amount of extra curricular activities of our staff, as a Student Staff member this position should be your number one priority behind your academic commitments. In general most student staff can manage 15 hours of outside commitments though this will vary on an individual basis. **Staff members are required to maintain their student staff position as their primary on and off-campus employment.** The staff position is considered a 24/7 position with specific weekly meetings and duty rotation. A greater time commitment will be required during training, opening, and closing. **The importance of preserving enough time for staff work is such that the supervisor reserves the right to dismiss any staff member whose other commitments consistently interfere with his/her availability for or quality of staff work.** This will be continually evaluated.

   c. Staff members are expected to meet individually with their supervisor on a regular basis as determined by the supervisor.

   d. The Residential Education Professional Staff will determine residence hall/village housing staff duty coverage during Spring Break. Staff will be required to remain on campus for all or part of the break times. **It is therefore imperative that travel plans for these periods not be confirmed until such time as the coverage is determined.**

   e. Staff members must be in their buildings at the time residence halls/village houses re-open following break periods unless special permission is given in advance in writing by your direct supervisor.

   f. Staff members are not allowed to leave for Winter Shut Down until **Noon on Monday, December 19, 2016, THE DAY AFTER FINALS ARE COMPLETED FOR THE ENTIRE CAMPUS.** Staff must stay until the above date and time to confirm that all halls are closed properly and to make sure all residents have vacated. Staff members working the first part of Winter Term, must return to campus by **3:00 pm on January 1, 2017.** Staff members are not allowed to leave for end of the year shut down until **Noon on Monday, May 15, 2017, THE DAY AFTER FINALS ARE COMPLETED FOR THE ENTIRE CAMPUS.** Permission to return early and stay beyond the approved deadline must be secured from the supervisor.

3. **Conduct:** Staff members will abide by all College and Residential Education Rules & Regulations. Staff members are expected to support and positively represent the Office of Residential Education. Staff members are expected to display and model responsible behavior throughout the entire Oberlin Campus. Intoxication, underage drinking, and use of illegal substances anywhere on campus by staff members will result in probation at a minimum and could result in termination of employment. Further, behavior that is counter to the best interest of students, the Office of Residential Education, or Oberlin College by a staff member may also result in termination. This includes any behavior that may cause judicial action by the College. If the student staff member is alleged to be in violation of College or Residential Education policies, the case will be referred to the Oberlin College judicial process. The initiation of the discipline process is at the discretion of the direct supervisor. This is a progressive documentation system. Once a student staff member is on warning, additional issues with job performance MAY result in the next level of discipline. Depending on the severity of the performance problem, the staff member may be placed on probation or be released from the agreement without verbal or written warning or probationary status.

   a. **The four levels of the employee discipline system are:**

      1. **Verbal Warning:**
         This is the initial step in the disciplinary process. The verbal warning is used when a minor problem first occurs. The verbal warning step will still be formally documented. The purpose a verbal warning is to:
         a. Identify and understand the problem.
         b. Alleviate any misunderstandings.
c. Clarify the direction for successful and necessary correction.
d. Bring a concern out in the open before it becomes more serious.

Actions that may result in a verbal warning include, but are not limited to:
a. Missing a weekly report.
b. Consistently not checking your student mailbox.
c. Not responding to e-mail or voicemail messages.
d. Missing a scheduled one-on-one meeting without prior notification/valid excuse.
e. Missing deadlines for programs and bulletin boards without prior notification/valid excuse.

2. **Formal Written Warning:**
A written warning is given when a staff member has not satisfactorily corrected a problem as outlined during the verbal warning. A written warning may also be the initial action in cases of a more serious nature. The purpose of the written warning is to:
a. Review any prior related action taken, if appropriate.
b. Have a conversation about the current situation.
c. Outline future expectations and responsibilities.
d. Document the conversation and/or agreement for personnel file.
e. Talk about consequences of specific behavior.

Actions that may result in a written warning include, but are not limited to:
a. Missing a duty shift unless it is an emergency situation.
b. Missing a staff meeting without prior notification/valid excuse.
c. Misusing or ignoring radio protocol.
d. Prior verbal warning.

d. Prior verbal warning.

e. Prior written warning.

3. **Probation:**
Probation is the last corrective step in the Disciplinary Process and is usually, though not always, preceded by verbal and written warning. In addition, probation can result if there is a serious violation. Probation is a defined period of time in which a staff member must improve upon and fulfill job expectations. Failure to successfully perform job expectations while on probation can result in termination. The purpose of probation is to:
a. Review past and present behavior.
b. Identify expectations for future performance.
c. Determine a timeline for performance review.
d. Document the conversation and/or agreement for personnel file.

e. Prior written warning.

Actions that may result in probation include, but are not limited to:
a. Any judicial violation of the Oberlin College rules and regulations.
b. Missing any training session without prior notification/valid excuse.
c. Placement on academic probation or warning (if staff member is returning, new staff members are not able to hold a position when on academic probation).
d. Ignoring or failing to use set forth emergency protocol and policy.
e. Prior written warning.

4. **Termination:**
If job performance has not shown marked improvement, the student staff member will be released from their agreement. If a violation is serious enough, as deemed by a direct supervisor or the Office of Residential Education, it may result in immediate termination, bypassing the previous disciplinary levels. A student staff member has the right to appeal his/her termination. This process is currently under review.

Actions that may result in termination include, but are not limited to:
a. Misuse of keys.
b. Using or supplying alcohol or other drugs to underage persons.
c. Use of alcohol or other drugs while on call.
d. Assaulting/becoming violent with a member of the Oberlin College community.

c. Clarify the direction for successful and necessary correction.
d. Bring a concern out in the open before it becomes more serious.
4. **Keys:** Access to cluster keys is issued to staff members and must be used only in accordance with the written policy outlined in the Student Staff Manual and supervisor expectations. Staff found in violation of this policy will be held accountable through the student staff disciplinary process. Staff will be billed for any missing keys not accounted for during area key audits. The cost of lost keys will be split and billed to each staff member's term bill. The cost of a lost master key is, at minimum, $1,500.

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5. **Confidentiality:** As a student employee of the Office of Residential Education at Oberlin College, staff members need to be aware that they will have access to confidential information, both written and verbal. Staff members must maintain the appropriate confidentiality of any records and conversations related to students/College employees. Appropriate confidentiality means staff are expected to discuss resident concerns/issues with their supervisor only. Additionally, student staff, as well as ALL members of the Oberlin College Community, have a duty to report knowledge of a potential sexual assault or potential for a student to harm him/herself or others immediately to their supervisor or appropriate College personnel.

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6. **Compensation:** The Office of Residential Education will make every effort to be equitable among staff members, however, there will be some variations in position expectations across campus and there will be no substitutions in the compensation package. Student staff members understand that in return for fulfillment of the above undertakings, they will receive the following compensation and consideration:

   a. Stipend: Student staff members will receive a stipend for the agreement period based on the rates listed at the beginning of this document. The rates listed are those for the 2014-2015 year. Rates for 2014-2015 will not be finalized until the fall semester. Please note that during Fall and Spring break, and Winter Term ONLY staff members on duty will receive additional funding beyond the listed stipend. The additional compensation will be based on the number of days worked during breaks and Winter Term at the staff member’s regular pay scale.

   b. Room: Student staff members will receive a single occupancy room at the multiple room rate. A staff member, by accepting this position, is expected to maintain their room as a single occupancy space. Residential Education & Dining Services reserves the right to reassign student staff to another hall, apartment or room. Please note that staff rooms will contain one set of furniture. In addition, an extra desk and desk chair may be provided, if this furniture is available.

   c. Dining: Meals will be provided during orientation, and fall & winter training. During Fall and Spring breaks, and Winter Term, ONLY staff members on duty will receive meals or meal equivalent funds.

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7. **Conditions of Employment and Resignation/Termination:**

   a. Student staff members are expected to remain in good academic and disciplinary standing. Anyone on disciplinary probation cannot hold the position. VAs cannot begin the position on academic probation. Once in the position, VAs may be approved to stay in the position for one semester on academic probation. This decision will be made in consultation with the Assistant Directors of Residential Education and will be based on positive job performance and the reason for and severity of the academic probation. Academic and disciplinary standing will be reviewed on a semester basis. In signing this agreement, you agree that the Office of Residential Education has permission to complete an academic standing check for each semester.

   b. A staff member's job performance, based on established expectations, will be evaluated on an on-going basis and formally at the end of each semester by the supervisor. Unsatisfactory evaluation will result in appropriate action through the student staff disciplinary process. Consistently poor evaluations with no signs of improvement can lead to termination or not being rehired for the next academic year.

   c. Any violation of the conditions in this agreement will result in appropriate action through the student staff disciplinary process. Flagrant violations of Oberlin College policies or gross misconduct as outlined in the student staff disciplinary process can result in immediate dismissal from the position.
d. Should a staff member wish to resign, they must notify their supervisor in writing at least two weeks prior to the date of resignation.

e. In the event a student staff is terminated, he/she has the right to request an appeal to the Director of Residential Education.

f. If a student staff member leaves the position through termination or resignation, the Office of Residential Education will find a housing placement for the student out of the building/cluster where they were employed. The student staff member must relocate within 48 hours of the effective resignation.

g. Student staff members are not guaranteed to return to the position for the following year. Any student staff member wishing to return must follow the reapplication process. Re-hiring is based on a combination of the application and overall evaluation of job performance.

h. At the end of a staff member's tenure, the supervisor will place on file a letter that describes the staff position, and the student staff member’s performance in the position.

i. Student staff members are hired for a period of one academic year (or portion therein) only. Student staff members are not automatically rehired for the following year. Student staff members must reapply annually. Decisions to rehire student staff members will be based upon job performance, application materials, and the re-application interview.

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Oberlin College & Conservatory

Office of Residential Education

VILLAGE ASSISTANT AGREEMENT SIGNATURE PAGE

The Student Staff Agreement is a document that helps to determine the nature of the relationship between student staff and the Office of Residential Education. Should new information become available, the Office of Residential Education reserves the right to update the terms of this document and inform all involved parties. The signature below indicates that the student staff member has read, understands, and agrees to the terms of this agreement with the Office of Residential Education & Dining Services. Additionally, the student staff member agrees to allow semester academic and judicial checks to verify non-probationary academic and disciplinary standing.

Welcome to the Residential Education team!

_______________________________________________                _______________________________
Signature of staff member Date

_______________________________________________
Printed name

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Area/Placement

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