



Housing and Residence Life

UNIVERSITY OF CENTRAL FLORIDA

RESIDENT ASSISTANT POSITION DESCRIPTION & AGREEMENT 2023-2024

HOUSING AND RESIDENCE LIFE OVERVIEW

Department of Housing and Residence Life Mission

The mission of the Department of Housing and Residence Life is to provide residents with safe, engaging housing communities that foster student success and well-being through innovative living and learning opportunities.

Department of Housing and Residence Life Vision Statement

The Department of Housing and Residence Life will be the premier experience for residents to live, learn, and become tomorrow's global citizens.

Residence Life Overview

Residence Life and Education provides oversight for the day-to-day operations of residential communities and promotes the growth and development of residents through living-learning opportunities. The Residence Life and Education staff are integral to the operation of our residential communities. Our staff are intentionally selected and trained to provide residents with a positive living-learning experience. The Residence Life team comprises about 170 student staff members, 14 Graduate Coordinators, 14 Coordinators, 6 Assistant Directors, an Associate Director, and the Director of Residence Life and Education.

Educational Priority

As a result of living on campus at UCF, students will become engaged global citizens.

- Each student will understand how to engage positively in communities (*Community Engagement*).
- Each student will understand how to expand their *Self-Awareness*.

RESIDENT ASSISTANT POSITION DESCRIPTION

Resident Assistants (RA) are responsible for facilitating a positive community among residents, promoting a safe and comfortable living environment, and serving as departmental and university representatives. RAs are required to live on-campus in an assigned residential community. This position description and agreement serves as an overview of the expectations of the RA position and will be supplemented with additional community-specific expectations provided by the RA's supervisor.

RESIDENT ASSISTANT RESPONSIBILITIES

Residential Engagement Model: Residence life staff provide programs and initiatives that promote student success and well-being. The core focus of our work is connected to the Student Success and Well-Being curriculum. It is expected that RAs will develop positive relationships with each student on their floor and create a sense of belonging in their community. Engagement strategies include:

- **Intentional Conversations:** One-on-one conversations that RAs facilitate with their residents. The purpose of the conversations is to get to know residents as individuals and assist with connecting them to campus resources.
- **Floor/Community Meetings:** Small group or floor gatherings that provide students with community expectations, engagement opportunities and campus resources.
- **Self-Guided Activities:** Providing resource information to residents through multiple methods (bulletin boards, posters, flyers).
- **Campus Partnership Programs:** Promote and encourage attendance at events sponsored by various departments.

Community Development: The RA will be responsible for building a strong community on the floor/building and within the community. Listed below are general community development responsibilities:

- **Building Relationships with each Resident:**
 - Be visible and approachable within your community.
 - Learn and use residents' names to create belonging.
 - Engage with residents on a regular basis.
 - Support residents in getting involved in the community and on campus.
 - Promote participation in residential student leadership programs (Area Council/RHA/NRHH).
- **Resource Referrals:** Direct residents to appropriate supportive campus resources.
- **Conflict Mediation:** Schedule and facilitate mediations and roommate agreements promptly with residents. Document concerns and refer as instructed by supervisory staff.
- **Community Engagements:** Facilitate monthly community engagements that create a sense of community and promote belonging.
- **Initiatives/Committees:** Staff are expected to participate in community or department initiatives such as staff recruitment, staff training, partnership programs, and department or community-specific committees/collateral assignments as directed.
- **Area Council/RHA/NRHH:** Promote resident engagement in area councils and the Residence Hall Association. Resident Assistants are encouraged to submit 1 "Of The Month" (OTM) nomination each month.

- **Administrative:** RAs are responsible for various administrative tasks throughout the year, including, but not limited to:
 - **Meetings:**
 - **Staff Meeting:** All community staff meeting times will be decided prior to the start of each semester. Academic schedules are the only valid reason factored into this regularly scheduled meeting time. The RA must attend the weekly staff meeting (2 hours), unless given permission by their direct supervisor to be excused.
 - **Individual Supervision Meetings:** The RA is also required to attend regularly scheduled one-on-one meetings (30min-1hr) with their supervisor.
 - **Incident Report Writing:** RAs are expected to submit well-written, timely incident reports as described and instructed by supervisors.
 - **Facilities:** Report maintenance and/or housekeeping issues and assist residents with reporting facilities issues through the work order system.
 - **Room Condition Inventories:** Assess the condition of rooms prior to move-in, during move-out, and throughout the semester for room changes.
 - **Health and Safety Inspections:** Conduct inspections directed by the supervisors and department.
 - **Communication:**
 - **E-mail:** The RA is required to use their provided staff (@ucf.edu) email as their primary means of electronic communication for work-related emails. The RA is required to check the @ucf.edu e-mail daily. RAs are responsible for responding to communications as directed by their supervisor. Florida has a very broad open records law and e-mails may be subject to public disclosure.
 - **Mailbox:** Check the assigned RA mailbox in the community office daily.
 - **Occupancy Checks/Roster Verifications:** Assist with verification of resident occupancy checks throughout the semester.
 - **Other Duties as Assigned:** Other tasks, duties, or expectations may be required by the supervisor(s) or department. The responsibilities listed in this document are not exhaustive.

Duty: Duty includes, but is not limited to: office hours, rounds (internal and external), lockouts, work orders, and incident response. RAs are expected to serve on duty year-round, including University holidays, closures, and academic breaks (i.e., winter recess, spring break, and severe/inclement weather). Supervisors will work with staff to equitably distribute duty shifts throughout the year.

- **Weekend Duty:** RAs are required to work a predetermined number of 24-hour weekend duty shifts Friday at 4:45 pm to Saturday at 5:00 pm and Saturday at 4:45 pm to Sunday at 5:00 pm. RAs must remain within their community while on duty to respond to incidents as needed.
- **Weeknight Duty:** RAs are required to work a predetermined number of weeknight duty shifts (Sunday-Thursday), 4:45 pm to 8:00pm in the community office and 8:00pm to 8:00am “on call” (in room to respond to incidents as needed).
- **University and Holiday Closure Duty:** RAs must be available to work irregular hours, university holidays, university breaks, university weather-related closures, special events, and residence hall opening and closing. RAs must be available to work on-campus before and after the regular academic year cycle. RAs may be required to work during university holidays and closures. During holidays, university closures, and severe/inclement weather, RAs will serve on a 24-hour duty shift.

Professionalism and Role Modeling:

- **Alcohol and Other Drugs:** If an RA is in possession of, or under the influence of, alcohol, drugs, illegal substances, and/or any prescription medication that was not prescribed to them, they will be immediately released from their position and referred to the Office of Student Conduct/UCF Police Department.
- **Confidentiality/Privacy:** RAs must keep all personal information about residents, and other sensitive information private in accordance with FERPA. RAs must not share information about residents or incidents with parents, family members, students, or anyone who is not affiliated with the University. If the RA has questions about specific situations, the RA must discuss it with their supervisor before disclosing any information. As responsible employees, RAs are not confidential resources on campus and must report all sexual misconduct and mental health concerns to their supervisor or on-call staff.
- **Attire:** While working, RAs are required to wear a department-issued polo, appropriate shorts/pants/skirts, name tag, and closed-toed shoes. The RA will be provided with departmental apparel; it is the RA's responsibility to keep it in good condition. This apparel must be returned upon departure from the RA position.
- **Electronic Media:** All social media and other electronic means of communication are representations of RAs and the overall department. RAs should not share these sites or means of communication with residents if the content of their social media misrepresents the University or department.
- **Media:** RAs are not authorized to represent or disseminate statements, positions, or policies of UCF DHRL to any media outlet including campus news. This includes engaging in activity on social media, blogging, or speaking with/responding to inquiries from media outlets. While the RA is free to express their personal opinion, the RA must take reasonable steps to ensure that the expression is recognized by potential recipients as their opinion and not a representation of UCF DHRL. Reasonable steps include providing a disclaimer that the RA is not authorized to represent UCF DHRL and that any statements made are solely the RA's opinion and not a representation of UCF DHRL.

Move-In and Move-Out: RAs are required to work all DHRL openings/closings of residential communities during the 2023-2024 year as scheduled by the RA's supervisor.

RESIDENT ASSISTANT REQUIREMENTS AND QUALIFICATIONS

If there are circumstances that impact the RA's qualifications or the RA's ability to perform the duties, it is the RA's responsibility to inform their supervisor immediately.

Academic Commitments: As a student leader, academics should be the top priority. Following academics, the RA position should be the top non-academic priority. The RA's supervisor will work with the RA to make reasonable accommodations for the RA's academic commitments. The RA must discuss internship or class commitments that interfere with the responsibilities outlined in this position description with the RA's supervisor.

Background Check: All DHRL employees are subject to a background check. Hire status is conditional upon successful verification. If verification is not successful, an employment decision will be made by the Assistant Vice President for Housing, Recreation, and Childcare or their designee.

Enrollment: To hold the RA position, the RA must be a currently enrolled UCF student with full-time student

status as defined by the University, which is no less than 12 undergraduate credits. Full-time student status can be achieved through a combination of enrollment at UCF and Valencia or another college/university with approval from the Assistant Director of Residence Life and Education. The RA must have the Assistant Director for Residence Life and Education's approval to drop below the class registration requirement for one semester during their employment period with DHRL. Summer class registration is not required for summer employment if the RA is enrolled in the subsequent Fall semester. Please note that if the RA is not enrolled during the summer semester, tax liabilities and compensation may be impacted.

- **Medical Withdrawal and Grade Change:** If the RA seeks to request a medical withdrawal or grade change, the RA is required to communicate with their supervisor immediately. A timeline for departmental approval will be determined with the RA's supervisor (under the guidance of the Assistant Director for Residence Life and Education) that may require verification from the department/college/registrar.
- **Credits:** The RA must have completed 24 credit hours by the RA's employment start date. 12 of these credits must be from UCF.

Government Approval: Approval to work by the U.S. government throughout the duration of the RA's employment is required by the University. Any international student hired to be a RA should consult with UCF Global to verify employment eligibility and status. Please notify the Coordinator of Selection and Leadership of international student status so they can provide the required hiring documents.

GPA: This is a student leadership position and demonstrating academic progress is expected. The RA must remain in good academic standing with the university during employment. Grade checks will be conducted by the Coordinator of Selection in Summer, Fall, and Spring semesters. Please note, taking courses during the summer is not required to remain eligible for this position; however, grades earned during the summer are calculated into employment eligibility.

All RAs must hold and maintain a minimum 2.50 overall cumulative GPA at the time of job offer and throughout employment. If the RA's semester GPA drops below 2.50, the RA will be placed on Academic Warning for the following semester of employment. If the RA's overall cumulative GPA drops below 2.50, the RA will be placed on Academic Probation for the next semester of the RA's employment. Any repeat of dropping below a cumulative 2.50 GPA will result in immediate termination of the RA's contract. RAs will be given two weeks to complete grade changes. RAs placed on Academic Warning or Academic Probation must complete an Academic Improvement Plan with their supervisor.

Office of Student Conduct: All RAs must demonstrate the ability to abide by university regulations, state, and federal laws. The RA must remain in good conduct standing (as determined by DHRL) from the offer date and throughout employment to remain qualified for the RA position. Any prior violations/conduct cases will be reviewed during the application process and eligibility will be determined by the Assistant Director for Residential Conduct and the Associate Director for Residence Life. Violations of any Community Living Guide or Rules of Conduct may result in a rescinded offer or termination of the RA position.

Operation of Department Vehicles: RAs must complete the UCF Webcourse "Utility Vehicle Safety" prior to operating the vehicles. Vehicles include utility carts, vans, or automobiles. This includes having all required documents as outlined in the Webcourse.

Outside Employment/Additional Commitments: Due to the responsibilities of the RA position, outside employment and/or additional commitments outside of academics and the RA position are not permitted without supervisor approval. Extracurricular involvement is secondary to the RA position, and all outside employment/additional commitments may not be granted. RAs must consider the impact of significant leadership roles, and/or involvement in organizations with time commitments that conflict with requirements of the RA role (for example: visibility within assigned community, ability to meet administrative responsibilities, duty shift requirements, staff and supervision meeting attendance, etc.).

If approved by the supervisor(s), all outside employment/additional activities will be limited to 15 hours per week. Outside employment/additional commitments that require approval include but are not limited to: additional employment on- or off-campus, academic and non-academic internships/co-ops, time intensive academic commitments (student teaching/co-op/clinical), and student leadership commitments. Furthermore, RAs must not hold a major campus position or participate in activities that constitute a conflict of interest with the RA position. RAs in good academic standing with the department must seek supervisor approval to exceed the 15 hours only with employment positions outside of UCF.

Performance Evaluations & Reappointment: The RA will receive a formal performance evaluation each year of employment. Based on the RA's performance evaluation, a Performance Improvement Plan will be developed and implemented to support the RA's improvement in an identified skill area or behavior. Reappointment to the RA role is not guaranteed. Continued employment in the position is dependent upon the RA's satisfactory performance and continued good academic and conduct standing. RAs who do not receive a satisfactory performance evaluation will not be eligible to return to the position.

Residency and Time Away: The RA position requires that the assigned unit/placement is considered the primary place of residence. Additionally, the RA will be required to sign a housing agreement and are responsible for reading and understanding all terms and conditions of the agreement. Outside of approved time away, the RA is required to live in their assigned unit. The RA's assignment/placement is at the sole discretion of DHRL and may be altered based upon need.

If the RA resigns or is released from their position, the RA will be financially responsible for the remainder of their lease agreement with UCF. The RA will not be able to continue to live in the assigned RA apartment unit. Depending on the terms of being released from the RA position, the RA may not be approved to live on campus.

DHRL encourages staff to take time away throughout each semester to maintain a positive work-life balance. A night away constitutes any evening in which an RA is not within the community by 3:00am and/or unable to perform their role if needed (i.e., impaired judgement). Staff should contact their supervisor to request evenings away from the community, particularly if the time away will be more than two consecutive nights. RAs will be allowed **14** nights away per semester. RAs that exceed 14 nights away can be subject to disciplinary action up to and including termination. The residential communities must always be at half-staff to ensure all safety and security procedures can be carried out.

Staff Accountability Process: DHRL has a department-wide student staff accountability procedure. The procedure overviews accountability measures and procedures including verbal warnings, written warnings, probation, suspension, and termination. The procedure will be reviewed in staff training.

Status of Employment: The RA position is a one-year appointment. Re-hire is contingent upon re-hire at a time (May to May) and can apply to return the following year. This position description/agreement is effective from **4/28/2023** through **5/10/2024**. Staff resigning from the position before their RA agreement ends are responsible for contract cancellation fees. Graduating staff must inform their immediate supervisors of their anticipated graduation date at least **one semester prior** to graduation. Graduation is permitted before the end of the contract for limited and extreme circumstances but must be approved by the Assistant Director of Residence Life & Education. Early graduation may impact placement.

Summer Employment: RAs are required to work Summer B or C. There are a limited number of exemptions from summer RA employment. The RA must complete the summer exemption process as provided by the Coordinator of Selection & Leadership. The Staff Selection Committee will make every effort to approve summer away requests for internships, study abroad, etc. Summer RA positions and summer exemption requests are not guaranteed.

University Holiday and Break Employment: All RAs are expected to work during periods of breaks and university closures. The dates worked during breaks or university closure will be determined by the DHRL operations calendar.

Termination of Employment and At-Will Employment: The position description is not intended to alter the at-will status of UCF employees. UCF retains the right to terminate any employee at any time for any lawful reason or for no reason at all. DHRL reserves the right to release an employee for performance concerns, disciplinary action, occupancy capacity, and staffing needs. All performance-related disciplinary action will be addressed through the staff accountability process. The RA may be held accountable for any related financial costs if they resign or are released from the RA position. Staff who leave their position may incur monetary responsibility for associated housing contract cancellation fees.

Release/Reassignment of Staff Due to Pandemic: DHRL may be required to release or reassign staff at any time based on recommendations from the U.S. Centers for Disease Control (CDC), World Health Organization, the Florida Board of Governors and/or by direction of the University of Central Florida Board of Trustees.

RESIDENT ASSISTANT TRAINING AND DEVELOPMENT

All training and development events are **required**. Training is required to ensure that RAs are equipped to perform position responsibilities. Training is intentionally designed to meet the needs of student staff, DHRL, and the University. Missing training can impact an RA's ability to perform their duties. Punctuality and attendance at all sessions is required.

Life-changing events or reasonable academic exceptions must be directed to the RA's supervisor in writing with sufficient advanced notice. Exceptions will be addressed on a case-by-case basis by the Assistant Director of Residence Life & Education. Missing any part of training can result in job action, up to and including termination of the RA position. RAs have required training in May, August, and January, as well as ongoing training and in-services as needed. Dates for training are provided in the "Important Dates" section. Please note that DHRL reserves the right to change all training dates.

All new staff must attend training before the semester they are hired for (May, August, or January). If the RA is hired in the middle of the semester, they will be required to attend the next training that is offered.

RESIDENT ASSISTANT COMPENSATION

All responsibilities and expectations are based on a May-to-May agreement. All compensation will be paid bi-weekly. RAs are compensated in the form of a stipend and room accommodation. Bi-weekly compensation amount will depend on the specific placement, as room fees will be subtracted from the original stipend amount. RAs will not be paid for time not worked. Below is an example of the bi-weekly stipend rates from the 2022-2023 academic year, after room fees are deducted. **Compensation is subject to change**

- Apollo, Hercules, Neptune, and Nike: \$221.65
- Lake Claire and Libra: \$212.84
- Northview: \$155.94
- Rosen: \$218.01
- Towers: \$161.69

If an RA is hired off-cycle, the amount of the overall stipend will be adjusted based on the hire date. Summer stipend (May-August) is a separate amount. Stipends will only be paid during times worked. Specifically, staff will only be paid during the break periods they work. Work during break periods or closures will be limited to specific shifts or tasks assigned by the Residence Life leadership team.

Accommodations:

A requirement of the RA position is to live in an assigned residential facility at no cost to the staff member. RAs may have roommates as dictated by university occupancy needs. RAs hired after the start of a semester will receive a prorated reduction in room costs. RAs that leave the position or are terminated mid-semester will be required to choose another housing assignment (if available) and are subject to contract cancellation fees. The RA's community placement is subject to change at any time based on departmental needs.

IMPORTANT DATES*

To ensure success in the RA role, we provide these important dates to assist in planning. Many of the dates below are mandatory.

Summer 2023

5/7-8/2023	Summer Student Staff Move Days
5/8-12/2023	Summer Student Staff Training
5/14/2023	Summer A/C Student Move-In
5/15/2023	Summer A/C Classes Begin
6/16/2023	Summer B RA Move-In
6/24-25/2023	Summer B Student Move-In
6/25/2023	Summer A Housing Closes
6/26/2023	Summer B Classes Begin
8/4/2023	Last Day of Summer Classes
8/5/2023	Summer Commencement
8/5/2023	Summer B/C Student Move-Out
8/7/2023	Summer RA Release Day (Departing staff only) out by 8am

Fall 2023

8/6-7/2023	Fall Student Staff Move Days
8/7-11/2023	Fall All Student Staff Training
8/17-20/2023	Fall Student Move-In
8/21/2023	Fall Classes Begin
12/2/2023	Fall Last Day of Classes
12/10/2023	Fall General Move Out (Academic housing communities only)
12/15-16/2023	Fall Commencement
12/11/2023	Fall RA Release Day (Departing staff only)

Spring 2024

1/2/2024	All RAs Return (by 5pm)
1/2-5/2024	Spring Student Staff Training
1/7/2024	Spring Student Move-In
1/8/2024	Spring Classes Begin
4/24/2024	Spring Last Day of Classes
5/03/2024	Spring Student Move Out (Academic housing communities only)
5/4-6/2024	Spring Commencement
5/6-10/2024	Student Staff Training
5/10/2024	End of Contract

*Additional dates will be released when the Spring 2024 academic calendar is published.

*****All dates are subject to change and are not comprehensive. Additionally, because all residential communities have residents year-round (stayovers, graduating seniors, etc.) and annual communities are open year-round, continuous duty coverage is required. RAs are not exempt from duty during holiday and break periods in academic communities (Academic Village, Apollo, Lake Claire, and Libra). RAs are required to work during university closures, holidays, and between academic terms. At the end of each term, RAs must remain on campus until all duties are completed and departure is authorized by the Residence Life Leadership Team. This includes but is not limited to occupancy checks, health and safety inspections, and duty shifts. If RAs are not working during residence hall closures in academic communities (Academic Village, Apollo, Lake Claire and Libra), they will not be permitted to remain in the residence halls.***

VIRUS/CONTAGION ADDENDUM TO 2023-2024 RESIDENT ASSISTANT AGREEMENT

*The University of Central Florida (UCF), including the UCF Department of Housing and Residence Life (DHRL), holds as paramount the health and welfare of our community. Yet, we all must acknowledge that UCF cannot guarantee a virus/contagion free environment, and it would be false to suggest otherwise. Moreover, taking steps to reduce the risk of a virus/contagion and its spread is the shared responsibility of every Knight in our UCF community and every resident in our Residential Communities. As we welcome residential students to campus for the 2023-2024 year, changes in our Residential Communities may be required to follow virus/contagion health and safety standards and guidance for community living. Acknowledging that if implemented, these precautions will change the traditional UCF residential life experience as well as the traditional RA work experience, we are issuing this Addendum to the UCF 2023-2024 Resident Assistant Agreement to provide staff with greater detail about these shared obligations, what they can expect, and how changes impact their staff and residential experience in the coming year. **This is an addendum to your RA Agreement/Position Description. Within the context of this document, the term “Student” refers to you, as a Resident Assistant.***

Additional Terms, Conditions and Responsibilities for 2023-2024 RA Agreement and Housing Agreement:

1. Community Health and Precautions.

- A. The Student acknowledges the inherent and elevated risk associated with living and working in a community environment such as the UCF Residential Communities, and the student’s shared obligation to prioritize health precautions for the benefit of the entire community while maintaining the expectations of the RA position.
- B. The Student acknowledges they have considered their own personal health status and increased risk factors inherent with community living, including the risk of a virus or contagion, when deciding to live and work in a UCF Residential Community. UCF maintains workers compensation coverage at statutory limits for the UCF workforce, which is the exclusive remedy for employee work-related illness or injury.
- C. The Student agrees to adhere to UCF precautions intended to minimize risk of exposure to a virus or contagion consistent with public health guidance per UCF policy.
- D. The Student acknowledges their responsibility to keep personal living space in a sanitary condition and to adhere to sanitation standards in shared spaces. UCF DHRL staff retain the right to conduct inspections of the living space.
- E. The Student acknowledges they may be required to submit to symptom checking or a virus/contagion testing to access or work in the residential community.
- F. The Student agrees to disclose to Student Health Services immediately upon notification of a virus/contagion positive test status or upon being contacted by the Florida Department of Health about exposure and additional instruction.
- G. The Student agrees to comply with University and/or public health direction requiring or advising isolation (such as if Student tests or is presumptive positive for a virus or contagion or has been in close contact with someone who has tested or is presumptive positive for a virus or contagion). Isolation may require removal from assigned room, building, or campus. Isolation does not constitute cancellation of any Housing Agreement. UCF reserves the right to make changes in room assignments as necessary.
- H. Students are required to comply with all laws, orders, ordinances, policies, regulations, and guidance adopted by UCF or DHRL as it relates to a virus or contagion. This guidance may evolve as circumstances

warrant. DHRL may require the student to leave housing if their continued presence poses a health or safety risk to the residential community.

2. General Terms and Provisions

- A. The Student acknowledges the University may restrict the full use of spaces and amenities within the residential community including, but not limited to:
 - a. Restriction to guests and visitors, at any time including overnight, may be implemented
 - b. Access to residential spaces may be restricted to residential students, UCF staff, and approved vendors.
 - c. Residential access to buildings may be restricted to only the assigned residents of the building (i.e., to access services such as mailroom laundry, or staff offices.)
 - d. Limitations or restrictions may be put on same building guests
 - e. Access to and use of community amenities/space may be restricted or limited in capacity (community space, offices, lounges, kitchen, laundry rooms, elevators, etc.)
- B. In the event of a conflict between the above Addendum and the original Agreement, this Addendum will apply.

UCF and DHRL are committed to supporting our students in their return to campus and recognize the value of the on-campus residential and RA experience. The above information was provided to let students make an informed decision about living and working in UCF Residential Communities for the 2023-2024 school year. While the above is intended to provide some detail, there may be additional modifications needed as the year progresses and we track the impact that any virus or contagion has on our residential community and campus. As always, we will update you with timely information about specific health and safety guidance important for our residential community.

Action Required:

All Resident Assistants living on campus must accept this Addendum in order to fulfill their staff position. This Addendum is being added into your 2023 - 2024 Position Description/Agreement. Your signature on your Staff Position Description indicates you have reviewed this Addendum and accept all the outlined terms.



By signing below, I agree that:

I have read, fully understand and accept the terms and conditions outlined in this position description and agreement and accept the position for the appointment term(s) associated with the Resident Assistant position. I also understand I am responsible for knowing *the UCF Golden Rule*, the Department of Housing and Residence Life's *Community Living Guide*, policies, protocols and procedures. This position is employment and not a voluntary organization/Registered Student Organization (RSO). My work assigned duties are considered mandatory unless stated otherwise, and my involvement in academics, RSOs and other jobs is not automatically considered a valid exemption to miss employment responsibilities. I am expected to receive approval to miss stated work responsibilities.

I understand that, in accordance public health guidance, DHRL may be required to release or reassign staff at any time based on recommendations from the U.S. CDC, the WHO, the Florida Board of Governors and/or by direction of the University of Central Florida Board of Trustees.

I understand that I must be in good standing with the University and comply with all responsibilities of the Golden Rule and I give the Office of Student Conduct permission to release information about violations to the Department of Housing and Residence Life.

I understand that the Department of Housing and Residence Life (DHRL) reserves the right to change and update policies, procedures, protocol, position descriptions, agreements, expectations, and any addenda as needed. DHRL will issue timely notification of such changes.

I understand that Residence Life operates several annual communities. As an employee of DHRL, I am expected to serve on duty during university closures, holidays, and break periods, even if I am not officially assigned to an annual community.

I have read and agree to the terms outlined in the "Contagion Addendum to 2023-2024 Resident Assistant Housing Agreement".

Your signature here confirms that you have thoroughly reviewed this document and agree to abide by all directives and understand all requirements for the Resident Assistant position for the 2023-2024 academic year, which have been outlined in this document.

RA Name (Print): _____ **University ID:** _____

RA Name (Signature):

Date:

Updated: February 2023