
STUDENT ASSISTANT RESIDENCE DIRECTOR CONTRACT 2022-2023

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT:

- The first and foremost requirement is a sincere commitment to the position and to the Office of Residence Life. The Student Assistant Residence Director (hereinafter referred to as SARD), will place first priority on their responsibility as SARD, over all other non-academic concerns and activities.
- I understand that in order to perform my job, I am required to live in assigned on-campus housing for the duration of my employment.
- Good academic standing – a minimum cumulative grade point average of 2.50 must be maintained, regardless of how many semesters you have attended Ramapo College of New Jersey. SARDs must also maintain full-time status to reside on campus, which is 12 credits or more. If the SARD drops below the full-time status of 12 credits, they may be terminated from the SARD position and may be relocated to a different housing assignment or may be required to leave campus housing altogether.
- SARDs who fall below the cumulative 2.50 GPA requirement are subject to dismissal. SARDs who fall below the semester 2.0 GPA requirement will be dismissed from their position. Grades will be checked after each class session or semester.
- SARDs who fall below the semester 2.50 GPA requirement will be placed on academic probation for the following semester. If their semester GPA is still below the 2.50 requirement for the subsequent semester, their position will be terminated. Summer class grades will not be considered for purposes of probation. Grades will be checked after each class session or semester.
- In the event that the SARD receives an incomplete (I) grade that could potentially put him/her below the required 2.50 cumulative GPA or semester GPA while on probation, they will be terminated from the position. However, if the incomplete (I) brings the SARD's GPA above the 2.50 requirement(s), they may be considered for alternate status.
- The SARD's employment with the Office of Residence Life may be affected if they are terminated from another position on campus.
- The SARD position is a one (1) year appointment. It is understood that termination after one semester is possible based upon evaluation by the supervisor.
- SARDs are responsible for the duties, policies and procedures outlined in this contract, the ORL Resource Manual, Expectations provided by the Office of Residence Life, the Guide to Community Living, the Student Handbook, Student Code of Conduct, and all other College policies. The SARD is also responsible for other duties as assigned by their supervisor(s) and the Office of Residence Life.
- SARDs will refrain from any behavior which discriminates against an individual or group because of their age, race, color, sex, or other genetic characteristics as defined by the College's Affirmative Action Policy or any other protected category. Any employee found in violation of this requirement shall be subject to corrective action, which will follow the progressive disciplinary process.

MAJOR RESPONSIBILITIES:

Student Development

- One of the roles the SARD will have is to develop a positive rapport with the residents of the building or area and to build a trusting relationship that will foster open communication. The SARD will strive to build a harmonious community, bringing together students of varying cultures, beliefs, genders, and religions.
- SARDs are to be positive role models for all residents of their building or area.
- SARDs will work to develop a sense of community among the residents of their building or area by creating a Community Development Plan at the beginning of the academic year. SARDs will monitor and revise their Community Development Plans based on continued assessment of residents' feedback and consultation with supervisors. SARDs will provide updates on their efforts via weekly reports and a summary of progress at the end of each semester.
- Alcohol may not be consumed before or during any Residence Life related function, including but not limited to duty, programs, meetings, closing responsibilities, etc.
- SARDs are not permitted to engage in any illegal activity on or off campus, including but not limited to solicitation of illegal drugs, driving under the influence of drugs or alcohol. Such behaviors may result in disciplinary action, including termination from the position.
- SARDs will encourage and facilitate an inclusive environment.
- SARDs will assist in the development of community standards and roommate expectations.
- SARDs will encourage residents to respect and maintain their building and campus surroundings.
- SARDs will assist residents in their development as students and individuals.
- SARDs will confront inappropriate behavior in an objective, consistent, and respectful manner while providing rationale for policies.
- SARDs must remember that all forms of social media, including Internet information sources are publicly accessible. SARDs should refrain from comments that would negatively affect the image of Ramapo College of New Jersey, and its Faculty and Staff, and the SARD's position and image as a role model. Inappropriate online content may result in the Office of Residence Life following the progressive disciplinary process.

Administrative Duties

- SARDs will assist the supervisor of their assigned building/area with all operations and tasks.
- SARDs are responsible for assisting with maintenance assessment of our residence halls/areas. Inventories are expected to be as accurate as possible. An inventory must be completed for every residential space. Common areas are also to be inventoried and monitored for damages. SARDs are responsible for assisting with re-inventorying rooms/suites. SARDs are responsible for maintaining the accuracy of inventories.
- SARDs are required to attend and participate in weekly staff meetings, one-on-one meetings, as well as any other scheduled meetings.

- SARDs are required to conduct Room Inspections with Resident Assistant staff within their assigned Residence Halls in conjunction with their supervisor.
- SARDs are expected and required to attend the SARD Training program prior to check-in at the beginning of the Fall and Spring terms, to remain on campus and work through first year student check-in and returning student check-in. Training is usually the last two weeks in August for Fall opening and the second week in January for Spring opening.
- SARDs are required to fulfill office hours and provide duty coverage, including during Spring Break and Winter Interim Housing.
- SARDs are responsible for expectations as outlined by supervisors and the Office of Residence Life.
- In the event of a campus emergency, such as an activated sprinkler in a residence hall, all SARDs will be called to respond. This does not include all types of campus emergencies. Campus emergencies will be decided upon by the Director of Residence Life, On-Call Administrators, or designee.
- When there is inclement weather, and the College opens late, closes early, or is closed altogether, the hall office will remain open for its regularly scheduled office hours and duty.
- SARDs are required to maintain accurate administrative records.
- SARDs are required to attend a mandatory Housing Selection meeting during the Spring semester.
- SARDs are required to remain until the designated release date following the official closing of the Residence Halls/Areas and/or graduation at the end of each semester. Exact dates will be determined by the Director of Residence Life and communicated to the Residence Life staff.
- Ramapo College of New Jersey views email and voicemail as official forms of communication. Therefore, all SARDs are expected to maintain professional tones and demeanors while communicating via email, telephone, and face to face. It is expected that email, voicemail and office mailboxes be checked daily and responses made, when necessary.
- SARDs are required to attend the End of the Year Banquet.
- SARDs are required to attend Sneak Preview if returning for the following year.
- SARDs are responsible for all deadlines and attendance at mandatory functions as outlined in the Office of Residence Life Timeline. The chart below lists some of the mandatory SARDs activities:

Fall-Spring Mandatory Responsibilities (subject to change):

- **SARD Check-In** – Sun, Aug 7, 2022, 2:00 PM – 3:00 PM
- **SARD Training** – Mon, Aug 8, 2022 – Thu, Aug 11, 2022
- **RA Check-in** – Sun, Aug 14, 2022; 12:00 PM – 1:00 PM
- **ORL Staff Training** – Mon, Aug 15, 2022 – Tue, Aug 30, 2022
- **All Summer Move-Over** – Mon, Aug 22, 2022, 9:00 AM – 11:00 AM
- **Drop-N-Go** – Sat, Aug 27, 2022, 11:00 AM – 3:00 PM
- **Resident Check-in Dates** – Sun, Aug 28, 2022 and Tue, Aug 30, 2022
- **Fall Closing/Release Date** – As late as Thu, Dec 22, 2022 (pending snow days)

The following are anticipated dates that may change:

- o **SARD Check-In** – Tue, Jan 3, 2023, 10:00 AM - 11:00 AM
- o **Winter Housing Check-in** – Tue, Jan 3, 2023, 2:00 PM – 4:00 PM
- o **New RA/Alternate Check-in** – Sun, Jan 8, 2023
- o **New RA/Alternate Training** – Mon, Jan 9, 2023 through Mon Jan 16, 2023
- o **Continuing RA Check-in** – Wed, Jan 11, 2023
- o **Winter RA Training** – Wed, Jan 11, 2023 – Mon, Jan 16, 2023
- o **Spring Check-in** – Mon, Jan 16, 2023; 10:00 AM – 10:00 PM
- o **Spring Break** – Mar 12, 2023 – Mar 18, 2023 (hall offices open, office hours fulfilled)
- o **ORL Banquet** – Fri, Apr 21, 2023
- o **Spring Closing/Release Date** – Sat, May 13, 2023, latest: Sun, May 14, 2023

Office Hours and Duty Expectations

- SARDs are responsible for completing fifteen office hours, each day, Monday through Friday, unless academic course times dictate otherwise.
- SARDs will partake in and are responsible for duty rotation, including weekdays and weekends.
- While on duty, SARDs will respond to all lockouts and all noise complaints for their building/area.
- Loss or misuse of any access device and/or key in general or bedroom code will result in action taken following the progressive disciplinary process. It will be the responsibility of the SARD to immediately contact the On Call Administrator via Public Safety if a master key or key is lost. Misuse of any bedroom combination, sub-master, master key or key in general will be subject to criminal charges.
- SARDs who miss their scheduled duty day or weekend, or are late for their scheduled duty day or weekend for an unexcused reason will result in following the progressive disciplinary process.
- SARDs should be available and visible 2 weekends per month. All outside employment on weekends needs to be discussed with your direct supervisor.
- SARDs are expected to refrain from activities, both prior to and during duty, that would impair their ability to respond appropriately to a situation while on duty. This includes the use of alcohol and other drugs.

Incident Report Writing and Involvement with Incidents

- SARDs are responsible for responding to noise complaints, lockouts, incidents, etc. Incident reports should be written anytime the SARD responds to an incident.
- SARDs will be responsible for contacting Public Safety for any incident they may witness that violates the student Code of Conduct such as alcohol, theft or any immediate need of Public Safety for additional assistance. SARDs are not authorized to issue warnings.
- Incident reports must be submitted by 8:30 AM the day following the incident.
- SARDs are expected to maintain confidentiality when writing incident reports, witnessing incidents and/or policy violations.

SARD Evaluations, Time Commitment and Outside Employment

- Re-appointment is not guaranteed, but based on overall performance, which includes but is not limited to: supervisor evaluations, resident evaluations, attitude and any other pertinent factors which may affect performance. In addition, time restraints and academic schedules for the following semester will also be considered when reviewing re-appointment applications and for staff/area placement.
- Upon reappointment, it is understood that SARDs are placed into different residential areas/buildings based on departmental need. SARDs are not placed into a residential area/building based on seniority, how many years within the department, requests for specific areas/buildings, or for any reason other than departmental need.
- Building assignments for SARDs are subject to change at any time based upon departmental needs and at the discretion of the Residence Life professional staff.
- SARDs with any leadership position on campus may be required to fill out a time commitment form and speak with their direct supervisor. Due to a significant conflict of interest, SARDs may not serve as President of the Student Government Association or on the E-board for RHA.
- Outside activities, on campus activities or other on/off campus employment must not interfere with SARD duties or overall job performance.
- SARDs will not be permitted any extended leave time. In the instance of prolonged illness or other extenuating circumstances that require the SARD to be absent from campus for more than three (3) consecutive days, it is the responsibility of the SARD to communicate these circumstances to their supervisor within a timely manner at which time an assessment will be performed of the SARDs ability to carry out their job responsibilities. We reserve the right to terminate their contract if it is deemed they cannot fulfill assigned job responsibilities.
- SARDs who need to be excused from any of the opening/closing responsibilities, duty, or office hours must communicate with their supervisor as early as possible and may need to complete appropriate paperwork from The Office of Human Resources before they are excused.
- Staff members who wish to participate in Greek Life must abide by all policies and procedures listed by the College and must communicate with their supervisor prior to engaging in any pledge process.
- SARDs may be placed on an RA/SARD alternate list or reappointed if they leave the position due to a study abroad, internship or other reason, if the following conditions are met:
 - The SARD previously completed one full semester as a RA/SARD for the Office of Residence Life.
 - The SARD notified the direct supervisor of their intent to leave the SARD position due to an internship, study abroad, or any other reason prior to the completion of their contract as SARD.
 - The SARD left the position on good terms, is in good standing with the Office of Residence Life and has expressed desire to return to the position.

ID Cards, Network Drives

- SARDs will receive a new Student Staff ID card that has “Residence Life Student Staff” printed on the front of the ID card. Each SARD must present their current student ID card to their supervisor and obtain their new Staff ID card with the “Residence Life Student Staff” title on it.

- At the conclusion of employment, the SARD will return their Staff ID card that says “Residence Life Student Staff” to their supervisor. SARDs will receive their regular student ID card back.
- SARDs will not misuse or engage in problematic entrance into other Residence Halls.
- Student Staff network drive (P-Drive) must not be misused. If logging on to a public computer, you must remember to protect the confidentiality of any network drive (G-Drive/P-Drive) by logging off that computer.
- Student staff are responsible for confirming that they are removed from Google Drive and all other departmental shared files/network drives at the conclusion of employment.

Termination, Resignation, Job Abandonment, Probation and Appeals

- If the SARD is terminated or resigns, they forfeit all compensation including any future stipend payments, housing and meal plan waivers, as of the effective date of termination/resignation. Furthermore, if the SARD is terminated or resigns after receiving a stipend payment the staff member will be responsible to repay Residence Life the prorated amount of their stipend that should be remaining as of the date of termination/resignation. The amount will differ depending on which of the 3 stipend payments the staff member most recently received (\$800.00, \$400.00, \$800.00). The staff member will also be responsible to repay Residence Life the prorated amount of their meal plan that should be remaining as of the date of termination/resignation (\$700.00 divided by total number of days in the semester, times the number of days remaining in the semester) and will have remaining funds removed from their student account. A prorated charge will be placed on the student’s account for housing and meal plan charges (should the new housing assignment result in the addition of a meal plan). In addition, they will be required to relocate from their Residence Life designated room/suite/apartment to a different residential area or off campus. Relocation and timeframe is based on the discretion of the Office of Residence Life.
- Decisions for termination are made by the professional staff. SARDs can be terminated at any time, especially if it is in the best interest of the department, the staff, and the residents. Evaluations, conduct outside of the position, and records related to the position can all be considered in the decision making process for termination.
- SARDs are hired with the expectation that they will continue to work in their Residence Life position until the end of their contract term, which includes closing responsibilities that extend beyond the date that the residence halls close for the semester. This information will be communicated in the ORL Timeline as the staff release date and/or it will be communicated by the staff member’s supervisor(s). If a staff member is terminated or resigns from their position, for any reason, on any date within the last 30 days of their contract term, the staff member forfeits a portion of their housing waiver/stipend/fee in the amount of \$1,200.00, which must be paid to Ramapo College of New Jersey, regardless of their decision to continue living in on-campus housing at Ramapo College of New Jersey. The staff member will also forfeit the last installment of their stipend in the amount of \$800.00. The staff member will also be responsible to repay Residence Life the prorated amount of their meal plan that should be remaining as of the date of termination/resignation (\$700.00 divided by total number of days in the semester, times the number of days remaining in the semester) and will have remaining funds removed from their student account.
- When conduct is deemed inappropriate for a student staff member, the student will follow the disciplinary processes outlined by the Progressive Discipline Process.
- In the event that a student staff member believes they are terminated from their position in error or with outstanding facts yet to be considered, they may submit a request for appeal to their direct supervisor and the

Director of Residence Life within 24 hours of termination notice. The appellant will be permitted to appear before the professional staff, so the appeal may be heard and the circumstances of the termination be considered. The appellant will traditionally receive the appeal decision, in writing, within 24 hours, unless additional information and/or testimony are requested by the professional staff.

Ethical Standards and Guidelines

- SARDs have access to a great deal of confidential information such as incident reports, R numbers, addresses, etc. It is their ethical responsibility not to abuse that access in any way or at any time. SARDs can be held legally responsible anytime during or after employment with the Office of Residence Life should confidential information be disclosed.
- SARDs are given a certain degree of authority. It is extremely unethical to misuse this authority for personal gain or enjoyment. No staff member shall use or attempt to use their official position to secure unwarranted privileges or advantages for themselves or others.
- SARDs will not misuse the peg, office keys and/or access codes that have been provided at the beginning of the year and understand that these are given for work related reasons only.
- It is important for all staff to be fair and consistent with other staff, residents, and peers. Consistency in judgments and actions must be standard.
- SARDs need to create appropriate relationships within the confines of the staff structure and the staff/student relationship. As a staff member, there are often lines that need to be drawn, (which may include but are not limited to romantic involvement, fraternization, etc.) to guarantee appropriate behavior in the office, among the students, and with peers.
- The Office of Residence Life strongly discourages romantic or intimate relationships with students you can hold accountable as a function of the SARD position.
- SARDs must not make decisions that result in behavior contrary to the Department's rules, instructions, policies, procedures, or expectations.
- SARDs are to comply with and abide by all State and Federal laws and regulations as well as Ramapo College's rules, policies and procedures.
- SARDs are obligated to be accountable for their own actions.
- SARDs shall not undertake any employment or service, whether compensated or not, which may impair the employee's objectivity and independence of judgment in the exercise of their official duties.
- SARDs shall not knowingly act in any way that may create an impression or suspicion among the public that they may be engaged in conduct violating the employer's trust.
- The Office of Residence Life considers anything on the Internet including but not limited to social media and Internet communications public domain and will be considered in determining continued employment. Internet files or posts must not depict individuals engaging in conduct that is unethical, in violation of College policies, or illegal behavior.

- SARDs must not engage in illegal file sharing or downloading illegal content, such as movies, music or books from the Internet.
- SARDs must adhere to the provisions of the American College Personnel Association’s Ethical Principles as outlined below.

Ethical Principles

No statement of ethical standards can anticipate all situations that have ethical implications. When student affairs professionals are presented with dilemmas that are not explicitly addressed herein, five ethical principles may be used in helping to reach an ethical decision.

Ethical principles should guide the behaviors of professionals in everyday practice. Principles, however, are not just guidelines for reaction when something goes wrong or when a complaint is raised. Adhering to ethical principles also calls for action. These principles include the following:

Act to benefit others. Service to humanity is the basic tenet underlying student affairs practice. Hence, student affairs professionals exist to: [a] promote cognitive, social, physical, intellectual, and spiritual development of students; [b] bring an institution-wide awareness of the interconnectedness of learning and development throughout the institution in academic, service, and management functions; [c] contribute to the effective functioning of the institution; and [d] provide programs and services consistent with this principle.

Promote justice. Student affairs professionals are committed to assuring fundamental fairness for all persons within the academic community. The values of impartiality, equity, and reciprocity are basic. When there are greater needs than resources available or when the interests of constituencies’ conflict, justice requires honest consideration of all claims and requests and equitable (not necessarily equal) distribution of goods and services. A crucial aspect of promoting justice is demonstrating respect for human differences and opposing intolerance of these differences. Important human differences include, but are not limited to, characteristics such as ability, age, class, culture, ethnicity, gender, gender identity, race, religion, or sexual orientation.

Respect autonomy. Student affairs professionals respect and promote individual autonomy and privacy. This includes the rights of persons whose cultural traditions elevate the importance of the family over the importance of the individual to make choices based on the desires of their families if they wish. Students’ freedom of choice and action are not restricted unless their actions significantly interfere with the welfare of others or the accomplishment of the institution’s mission.

Be faithful. Student affairs professionals make all efforts to be accurate in their presentation of facts, honor agreements, and trustworthy in the performance of their duties.

Do no harm. Student affairs professionals do not engage in activities that cause either physical or psychological damage to others. In addition to their personal actions, student affairs professionals are especially vigilant to assure that the institutional policies do not: [a] hinder students’ opportunities to benefit from the learning experiences available in the environment; [b] threaten individuals’ self-worth, dignity, or safety; or [c] discriminate unjustly or illegally. Student affairs professionals are expected to understand that students from non-dominant cultures and groups that differ from the majority may feel harmed by attitudes and processes that are considered harmless by members of the dominant (i.e. majority) group. Reference: <http://www.myacpa.org/au/documents/EthicsStatement.pdf>

SARD Compensation

- Housing waiver
- Meal plan flex dollars

- \$2,000 annual stipend - split between Fall (\$800.00), Winter (\$400.00), and Spring (\$800.00) sessions



OFFICE OF RESIDENCE LIFE

Student Assistant Residence Director CONTRACT

AUGUST 2022-MAY 2023

I READ AND UNDERSTAND THE GUIDELINES AS STATED IN THE ASSISTANT RESIDENCE DIRECTOR CONTRACT.

Failure to adhere to the above guidelines, the duties outlined in the SARD job description, the RA/SARD Reference Guide, or responsibilities assigned by the Office of Residence Life, may result in termination of employment at any point during the academic year; termination for cause is effective immediately and is at the discretion of the professional staff, Director of Residence Life or Designee.

SARD Name (printed)	_____	Date	_____
SARD Signature	_____	Date	_____
Supervisor Signature	_____	Date	_____

Some of the above mentioned items were taken from job descriptions from the following Colleges or Universities: Rutgers, Felician, Rider, Central Michigan University, Stanford University, Villanova and University at Buffalo.



OFFICE OF RESIDENCE LIFE

Student Assistant Residence Director CONTRACT

AUGUST 2022-MAY 2023

PROFESSIONAL STAFF COPY

I READ AND UNDERSTAND THE GUIDELINES AS STATED IN THE RESIDENT ASSISTANT/COMMUNITY ASSISTANT CONTRACT.

Failure to adhere to the above guidelines, the duties outlined in the SARD job description, the RA/SARD Reference Guide, or responsibilities assigned by the Office of Residence Life, may result in termination of employment at any point during the academic year; termination for cause is effective immediately and is at the discretion of the professional staff, Director of Residence Life or Designee.

SARD Name (printed)	_____	Date	_____
SARD Signature	_____	Date	_____
Supervisor Signature	_____	Date	_____

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