

# 2025 Summer Resident Assistant Job Description & Contract

## Hamline University Office of Residential Life

### Position Description

The Summer Resident Assistant position (**5 total positions needed**) works directly under the Summer Area Coordinator, providing professional customer service to residents while maintaining the safety of the residence hall. **This position has a live-in requirement.** The Summer Resident Assistant maintains a friendly and welcoming environment and enforces Hamline policies for summer residents. Summer Resident Assistants receive a stipend of \$400 a month for 3 months, plus housing and \$300 in declining balance.

### Mandated Dates and Responsibilities:

- **CONTRACT START / END DATES:** Summer Resident Assistants' contracts are effective **Monday, May 19, 2025 @ 5:00pm – Wednesday, August 13, 2025 @ 5:00pm.**
- **RA ON-DUTY SCHEDULING:**
  - **Weekday Duty is 24-hours / day:** Sunday, Monday, Tuesday, Wednesday and Thursday
    - 13 weekdays
      - Same weekday every week
      - 5pm to 5pm
      - 13 Sundays or 13 Mondays or 13 Tuesdays, etc.
      - This allows for consistency and ease of scheduling and planning for all summer RAs
    - **Weekend Duty is 24-hours / day: Friday or Saturday**
      - Weekend days are evenly divided between all 5 Summer RAs
      - Only one Summer RA over the weekend
  - **LIVE-ON POSITION:** Summer Resident Assistants **must be on campus on the days they are on duty!**
    - There are things that come up during the day (resident checkouts, room tours, etc.) when summer resident assistants are needed and the current RAOD must be on campus to lend a helping hand.
    - Vacation time must be approved by the supervising Area Coordinator and / or Director of ResLife.
  - **ANOTHER JOB:** You can have another (DAY TIME) on campus or off-campus job. However, **you must disclose / we need to know** your schedule / summer plans for outside employment (work, second jobs, classes, internships, vacations etc.) before you get hired.

### Requirements:

- Those with current housing placements and those planning to live on campus in the fall are desired, but not a requirement.
- Must be an enrolled undergraduate student at Hamline | Must have 2.5 GPA or above at the time of hiring
- Must be able to follow directions and have a positive attitude | Team player, willing to pitch in when needed
- Have excellent administrative skills | Ability to work independently | Must maintain confidentiality.
- **Have an ability to complete tasks accurately and in a timely manner**
- Have the ability to take direction and communicate effectively
- Have outstanding organizational and time management skills
- Thorough knowledge of campus and campus resources.

## Position Responsibilities

- Assist in the check-in/check-out operations and damage assessment on your duty day.
- Be available to answer calls and respond to situations on campus while on duty
- Be the first contact person in the event of a resident concern or emergency while on duty
- Complete a nightly set of rounds (Hamline Apartments and Summer Residence Hall) and be visible in the buildings where residents are staying while on duty
- Monitor the safe use of residence halls and report all problems immediately
- Must be willing to confront someone who is violating summer housing policies and handle the situation appropriately while on duty
- Coordinate occasional programs for summer residents
- Attend summer staff meetings
- Other duties as assigned

## Summer Resident Assistant Benefits & Compensation:

- **ROOM:** Summer RAs will have their on-campus room paid for by Residential Life
- **DECLINING BALANCE:** \$300 in Declining Balance will be provided.
  - (NOTE: On-campus dining will be closed over summer)
  - If all of the DB has not been used by the end of the summer contract, it will be added back to the ResLife budget account.
- **COMPENSATION:** \$1200 in compensation to be paid: (payments submitted first week of each month)
  - 1st paycheck @ \$400: June
  - 2nd paycheck @ \$400: July
  - 3rd paycheck @ \$400: August

## Additional Helpful Information

- **FORMAL MEET & GREET / TRAINING:** Attend meet and greet and formal training & expectations session: **Held during the week of April 21, 2025 - Day / Time TBD**
- **MOVING TO YOUR NEW SPACE:** Students already living on campus can contact the Residential Life office (651-523-2061) to make housing arrangements / room moves in May 2025
- **MOVING TO YOUR NEW SPACE (Commuter)** - Students not living on campus currently will need to commute to campus until their summer on-campus housing placement is complete - this placement should be completed by Mid-May 2025

**This Summer Resident Assistant Agreement (Contract) is entered into and made effective (today's date: \_\_\_\_\_) (Effective Date), by and between Hamline University and (your printed name: \_\_\_\_\_) ("Summer Resident Assistant" or "RA").**

1. **Temporary Employment.** Summer Resident Assistant understands and agrees that Summer Resident Assistant will be employed for a temporary period only to perform the specific responsibilities and duties of a Summer Resident Assistant as outlined above in the Summer Resident Assistant Job Description. Employment will at all times remain at-will. However, it is expected that summer RA's employment shall continue until the earliest of:
  - a. The end of the summer for which summer RA was appointed: **Monday, May 19, 2025 @ 5:00pm – Monday, August 13, 2025 @ 5:00pm.**
  - b. Receipt of written notice from Hamline that Hamline will no longer require the employee's services.

Summer RA understands that if summer RA does not fulfill their responsibilities as a summer RA, as outlined in the summer RA job description and set forth herein, summer RA may be relieved of the position. Summer RA understands that as a summer RA, the summer RA will be responsible for Room and Board charges if summer RA terminates their employment before the end of the summer.

2. **Summer RA Compensation.**

There are 5 Summer Hamline RAs and they will live in either the Hamline Apartments or the designated summer school residence hall. The compensation for serving in our Summer RA Duty Rotation (weekdays and weekends divided by 5 people) is the cost of an apartment or the cost of a double room in Manor Hall\*. We are also providing a \$300 declining balance amount for meals when Anderson or other campus dining locations are open over the summer), cable TV, internet access (wireless and Ethernet), free street surface parking and paraprofessional training. In addition, \$1200 in Compensation to be paid, \$400 in June, July and August. (\*An RA can choose their own roommate or have one assigned)
3. **Academic Requirements.** Summer RA must maintain a 2.5 cumulative GPA. If a 2.5 GPA is not maintained, RA's employment status will be reviewed by their supervisor and the Assistant Director of Residential Life.
4. **Criminal Background Check:** Summer RA agrees that Hamline will conduct a criminal background check on each Summer RA. Summer RA understands that the results of the background check may result in the termination of Summer RA's employment with Hamline.
5. **Conduct File Review:** Applicants who have a conduct file in any area of the campus will be reviewed by the Residential Life Professional Staff to determine eligibility for employment.
6. **Positive Role Model:** Summer RA will contribute to the University through the Summer RA's awareness and concern for the total community and be a positive role model, facilitating the enhancement of the total Residential Life program.
7. **Failure to Comply:** Failure to comply with University or Residential Life policy may result in a judicial process as outlined by the Residential Life Office and the potential loss of the Summer RA position.

**PRINT YOUR NAME CLEARLY:**

\_\_\_\_\_  
**Summer Resident Assistant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Hamline University Employer Signature**

\_\_\_\_\_  
**Date**