



RAs participating in student teaching programs, internships over 10 hours, or practicum/co-op experiences while employed, will only be considered to work in apartment communities. This does not guarantee them a position or placement.

Additional employment is defined as any activity, internship, or position in which a student is paid for time.

Any RA seeking additional employment must submit a request for approval *prior* to beginning the additional employment and should not exceed 10 additional hours per week.

- RAs are only eligible for 5 hours of additional on-campus employment per Policy Statement 33: Student Employment.

An RA placed on Probation status as an employee may have any additional outside employment approval revoked.

RAs are required to...

Live and sleep in their assigned room. RAs who will be out of their community overnight must notify the appropriate supervisor.

- Time off out of the community is limited to no more than 6 days total within a 30-day period. Break periods and/or emergency situations may allow exceptions in consultation with the RA's supervisory team.

Perform administrative duties including, but not limited to distributing information, completing incident reports, participating in check-in and check-out procedures, managing purchasing paperwork and receipts, checking and responding to emails and phone messages.

Implement the departmental Community Engagement model, including but not limited to, the following responsibilities:

- Initiate and maintain contact with each resident throughout the academic year.
- Conduct and notate individual resident meetings



Represent and support the University and Department of Residential Life positively in all interactions with students, faculty, staff, parents, and guests. Staff must have approval from the Associate Director of Communications before speaking to the media as a department representative.

Work as a member of a hall staff team and actively support others' efforts.

Report directly to and fulfill all duties assigned by the supervising RC/GRC.

Recognize and respond promptly to individual crises, emergencies, and policy matters with dependability and a sense of care and consideration for the individual's needs.

Report all maintenance issues and damages involving University property in a timely manner.

Utilize appropriate referral resources, escalating progressive situations accordingly. This includes following the established on-call and crisis protocol, documenting concerns, and following up post-incident, as directed by supervisors.

Maintain privacy with regards to student information, policy violation and student behavioral concerns as directed by the Department of Residential Life and the Family Educational Rights & Privacy Act (FERPA).

Serve as a Campus Security Authority (CSA) for Louisiana State University.

Create a community conducive to learning and academic success, serving as an academic role model and providing campus resources.

Create a supportive environment that respects the dignity and individual worth of every member of the community, fostering an atmosphere that celebrates various perspectives and backgrounds.

Establish appropriate boundaries with staff and other residents within the context of the workplace.

Adhere to all key policies outlined by the Department of Residential Life, including but not limited to respecting the privacy and security of residents and staff by refraining from granting anyone unauthorized access to resident rooms or confidential information.

RAs will receive a stipend based on the type of community in which they work.

- o Apartment Communities: \$2000/semester
- o Suite Bath Communities: \$2200/semester
- o Hall Bath Communities: \$2500/semester

RAs unable to work for more than three (3) days of a weekly pay period will have their pay altered accordingly, including University holidays, except for Winter Break.

RAs working in Apartment communities over Winter Break will serve on-call per RLOP 64. They will receive compensation for each on-call shift scheduled and worked.

RAs will be assigned to a private room (when available). Residential Life reserves the right to assign an RA a roommate(s) if needed. Consistent with the Housing Contract, this agreement is for a space within LSU on-campus housing, not a specific building. The Department of Residential Life reserves the right to move residents, including RAs, to meet its responsibilities to students.

Partial meal plan of 25 meal swipes/semester and \$350 Paw Points

- o RAs may upgrade their meal plan at their own expense utilizing the options provided by LSU Dining and Residential Life.
- o RAs who adjust their meal plans outside of these dates, and/or without written request to the Assistant Director for Student Staffing will forfeit their meal plan exemption credit and be responsible for the full amount of their chosen meal plan.
- o RAs will make their meal plan selection by the following deadlines and cannot make changes outside of these dates. Changes must be submitted via email to the Assistant Director for Student Staffing.

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