I, _________________________________, understand that the purpose of the New Student Orientation (NSO) program is to facilitate new student transition into the University of Arizona. Orientation Resident Assistants work with new students, parents, and UA personnel to promote smooth transitions for new students. I understand that this agreement covers all Orientation RA staff training and administrative and programmatic responsibilities for all on-campus orientation sessions for 2019.

General Overview of the Summer Orientation RA position includes but is not limited to:

- Provide programming every Day Zero and Day One night of all 13 Orientation sessions.
- Guide residents through the check in process and the overview of Orientation housing guidelines.
- Go on rounds three times a night for every night that residents are in the hall.
- Enforce housing and Orientation polices and writing incident reports as needed regarding situations that occurred in the hall.
- Participate in Orientation RA training.
- Single room provided in the building Orientation is housed in over the summer from May 12 through July 6.
- Receive $1600 stipend covering all 13 sessions for which housing is offered and Orientation staff are in training.
- Able to take Summer II classes and take on-line classes. Other summer school requests granted upon review.

RESPONSIBILITIES:
I. BUILDING COMMUNITY IN THE HALL
RA’s are responsible for facilitating and constructing an inclusive culture in their hall. This includes:

A. Being accessible to residents by spending time on your floor and regularly interacting with the hall community.
B. Keeping the Community Directors, Orientation staff, and other professional staff informed of important issues in the building
C. Working collaboratively with other Orientation staff members and CGS summer staff
D. Enforcing Orientation and Residence Life policies and guidelines consistently and without bias or malice.
E. Staying informed of campus and hall activities and communicating those to residents.
F. Upholding all laws, policies and procedures of the State of Arizona, The University of Arizona, Residence Life, and Orientation.
Some of the specific duties required of Orientation RAs to create a community, include:

A. Decorating your wing on a consistent basis with posters and signage distributed by Orientation Residence Hall Coordinator along with informational bulletin boards.
B. Providing nightly Day Zero and Day One programming during all 13 summer orientation sessions.
C. Staying in the hall on all nights (and weekends) that there are residents staying in the hall.
D. Attending pre-session meetings with your fellow RA’s and Orientation staff.
E. RAs are expected to actively engage with students and provide overall support to make each program a success in accordance with Orientation and Welcome goals.

II. KEEP OUR FACILITY RUNNING SMOOTHLY
RA’s play an important role in what goes on ‘behind the scenes’ in the Residence Halls, making sure the buildings are safe, secure and comfortable environments in which to stay. Some of the things RA’s are required to do in this part of the position include:

A. Communicating to the Community Directors any custodial and maintenance issues, reporting emergency maintenance and security issues should they arise.
B. Being ‘on duty’ on a frequent basis, which means staying in the building from 7 p.m. until 9 a.m. to serve as the point person should situations arise in the building or on your floor. This includes walking the building (doing rounds) at 7 p.m., 10 p.m. and 12 a.m. (midnight) to assess and respond to community safety, security and behavioral concerns in the hall.
C. Filing incidents reports regarding situations that arose in the hall. Reports will be filed the night or morning of the incident and emailed to the Community Directors and New Student Services staff so that the residents involved can be aware of the consequence of their actions according to the Student Code of Conduct.
D. Modeling concern for the environment by respecting property and picking up trash.

III. PROVIDING ADMINISTRATIVE SERVICES
RA’s will help residents during each session with the following duties:

A. Guiding residents at each session through the check-in process with CGS and the reviewing and sign of the Orientation housing guidelines and contact sheet. Check in for residents will begin at 5 p.m. on each day of a session (but could change pending the needs of the residents attending the session). Check out of the Orientation housing will happen from 7-9 a.m. Luggage pick-up duties will occur each day of a NSO program.

IV. MINIMUM QUALIFICATIONS TO APPLY
RA’s must meet the following qualifications:

A. A minimum 2.5 cumulative GPA as a continuing UA student.
B. Full time UA enrollment for both Spring 2019 and Fall 2019 as an undergraduate student or graduate student that has graduated from the UA within the last year.
C. Has worked for the Office of Residence Life as a Residence Assistant for at least one year and is considered re-appointed.
V. **RULES OF CONDUCT:** The following general UA rules governing personal conduct of employees are intended to promote orderly and efficient operation of UA as well as to protect the rights of all employees. I understand that violation of these rules shall be considered cause for disciplinary action and may result in discharge. I also understand that an accumulation of minor infractions as well as a single infraction of a serious nature may result in discharge.

A. Absence from work without good cause or excessive absenteeism. Absence from work includes tardiness.
B. Malicious destruction or willful neglect of UA property.
C. Theft or attempted theft of property from UA, students, visitors, patrons or employees.
D. Presentation of false information on employment application, time cards and other personnel and work-related records.
E. Failure to comply with safety rules and regulations established by UA. This includes the obligation to promptly report all accidents and injuries incurred.
F. Refusal to carry out the instructions of supervisors and duties of the job unless such actions constitute unsafe acts.
G. Consuming or possessing alcoholic beverages and/or controlled substances without a prescription on UA premises.
H. Reporting to work under the influence of alcohol and/or controlled substances without a prescription.
I. Threatening other persons and fighting or instigating a fight.
J. Verbally abusing or physically attacking or obstructing University staff or program participants.

VI. **STUDENT EMPLOYEE RESPONSIBILITIES:** I understand that I serve as a valuable member of the Orientation team. In order to show my sincere commitment to this department it is my responsibility to:

A. Maintain enrollment and satisfactory academic progress as stated in this contract.
B. Report to work promptly and perform assigned duties in a satisfactory manner.
C. Notify supervisor of any scheduled absences at least seven days prior to leave and immediately notify supervisor of any emergency absence: severe illness or injury etc.
D. Notify supervisor, in writing immediately, if an inability to perform program related job duties.
E. Follow UA and departmental rules of personal conduct for employees.
F. Submit correct payroll information to supervisor by the stated deadlines.

VII. **COMPENSATION:** I understand that I will be paid a stipend of $1,600 and a $200 CatCash for meals only covering all 13 sessions during New Student Orientation. If I am unable to participate it is my responsibility to notify the proper supervisor/s according to the policy outlined in this agreement. If I fail to report to any assignment for any reason, excused or unexcused, the Office of Admissions reserves the right to adjust my compensation for time missed or sessions cancelled.

VIII. **REAPPOINTMENT:** I understand that this appointment is for the Summer 2019 New Student Orientation and Welcome program only, and that candidates may be encouraged to re-apply for the following year, though reappointment is not guaranteed.

IX. **DISCIPLINARY ACTION:** I understand that failure to uphold any portion of this contract can result in disciplinary action that could possibly include: formal letters of warning or probation, withheld compensation, charges for services, termination and failure to be re-appointed.

If, after accepting this appointment, I elect not to assume my duties or find that I cannot, it is my responsibility to immediately notify Dana Knisely-Southerland, Program Coordinator, New Student Services, in writing that I am resigning from my Orientation Resident Assistant position.
ACCEPTED AND AGREED TO:
Please print

Last Name                    First Name                    Middle Initial                    Student Identification Number

__________________________________________________________________________

Signature                                                                 Date

ORIENTATION OFFICE USE ONLY:

Appointment Approved                                Date: __________________
Damien Snook, Director, New Student Orientation

THE UNIVERSITY OF ARIZONA IS AN EEO/ADA/AA EMPLOYER
PHOTO RELEASE FORM

I grant permission to The Arizona Board of Regents, on behalf of the University of Arizona and its agents or employees, to use photographs taken of me on the date and at the location listed below for use in university publications such as recruiting brochures, newsletters, and magazines, and to use the photographs on display boards, and to use such photographs in electronic versions of the same publications or on University web sites or other electronic fora or media, and to offer them for use or distribution in other non-university publications, electronic or otherwise, without notifying me.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless the Arizona Board of Regents, on behalf of The University of Arizona and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

_____________________________  __________________________
Location of Photo                                                   Date

_____________________________
Name (please print)

_____________________________
Signature

_____________________________
Signature of guardian if under 18 years of age