Dear Resident Assistant,

As an RA, your behavior is constantly observed, evaluated, and imitated by others, whether you are on or off campus, on duty or not, or in your own building. Consequently, it is expected that you will understand and accept the importance of this responsibility. The RA position description can be found in the Resident Assistant Manual. Please familiarize yourself with all expectations and functions as you will be wearing many different hats that will help students transition and navigate their residential collegiate experience.

RAs are expected to observe all laws and College policies/regulations, and to encourage others to do the same. You should familiarize yourself with the Juniata College Pathfinder, as you are expected to comply with such guidelines at all times.

As an RA, I agree to:

* Fulfill all duties outlined in the Resident Assistant job description, and to meet the expectations of my Residential Supervisor and the Office of Residential Life staff.
* Attend all mandatory RA training sessions. Forego all other employment during training periods, unless prior approval from the Assistant Director of Residential Life has been given.
* Have no more than ten hours of additional employment per week.
* Be at the college when classes are in session and remain on the job through the last day of exams and hall closing for both fall and spring semesters.
* Return to campus early for hall openings and stay on campus through hall closings.
* Be available as needed, weeknights throughout the semester.
* Participate in weekend duty on a rotating basis with other members of the staff.
* Maintain full time student status (a minimum of 12 credits).
* Maintain a cumulative and semester GPA of at least 2.5.

RAs who fail to meet the expectations set-forth by the job description will be placed on probation for a period of time determined by your supervisor. When placed on probation, the RA will meet with their supervisor to create an action plan for lifting the probation.

**The following conditions are considered serious enough to warrant dismissal from the RA position:**

* Violation of student code of conduct, include college policy and/or local/state/federal laws.
* Misuse of official college keys.
* Failure to show progress in meeting expectations outlined in your probation action plan.
* Failure to comply with specific direction from the RLC regarding responsibilities.
* Violation or misuse of radio procedures and communications.

We look forward to working with you this year!

Sincerely,

The Office of Campus Life

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