

WHITMAN COLLEGE  
STUDENT STAFF AGREEMENT

This agreement between Whitman College and \_\_\_\_\_, when signed by the Director of Residence Life and the above staff member, becomes a properly executed part-time employment agreement binding the two parties to the following stipulations.

NOTE: Interest House Resident Assistant: In this agreement the terms hall or section shall be synonymous with house.

**I PERIOD OF EMPLOYMENT:** The official period of employment will be from Thursday, January 4, 2024 through Monday, December 23, 2024. Duty during October Break and Thanksgiving vacation may be required by the Resident Director. Upon closing of the residence halls all staff must remain for 24 hours and then return 24 hours prior to reopening.

**II. TERMS OF EMPLOYMENT - A STUDENT STAFF MEMBER:**

- a. must have a cumulative grade point average of 2.0 prior to the period of employment. If during the period of employment the Resident Assistant receives a GPA of less than 2.0, they must receive approval from the Director of Residence Life before continuing in this position.
- b. must be enrolled as a full time student in good standing with the College during the complete period of their employment.
- c. must be willing to commit a significant portion of their time to position responsibilities. It is important for the Resident Assistant to be available to the students in their section and in the hall during evening hours and weekends.

This agreement recognizes that due to the nature of the position it cannot be easily translated into hours worked per day or week. The Resident Assistant accepts the above as a reasonable agreement, recognizing their full opportunity to discuss with their supervisor any deviation from the agreed time commitment.

- d. must have any employment outside of Residence Life approved by the Director and in consultation with their supervisor.
- e. will attend and actively participate in fall and January orientation and in-service training programs.
- f. will perform staff functions as required by the Resident Director including: attending staff or individual meetings, participation in individual and group staff evaluations, assisting in the selection of new student staff members, and sharing "staff on duty" responsibilities.
- g. will cooperate with and support all hall operations and related services such as Bon Appetit, Maintenance, Custodial, etc. This includes daily checking of mailboxes in the Residence Life Office.
- h. will perform administrative duties as required by the Resident Director. This includes such things as: check-ins, check-outs, damage forms, room changes, weekly logs, schedules (duty, hall events, etc.), and judicial procedures.

**III. RESPONSIBILITIES TO STUDENTS - A STUDENT STAFF MEMBER:**

- a. will demonstrate a working knowledge of campus offices, serve as a source of information and referral, and assist students with their concerns related to their total College experience.
- b. is responsible for informing and educating students in their section about their rights and responsibilities as students and hall residents, residence hall policies and procedures, College expectations concerning standards of conduct for students at Whitman College as well as the possible consequences resulting from a violation of stated policies and procedures.
- c. will transmit by example and statement a positive attitude toward academic and intellectual pursuits and insure that students develop an appropriate academic atmosphere.
- d. will work cooperatively with students to insure an environment in the hall which respects the rights and privacy of others, promoting consideration of individual needs in a group living environment.
- e. will use their background in Student Development to develop programs and challenge residents.

- f. will respond to student behavior which is not in keeping with residence hall policies and procedures and general College regulations, student behavior which endangers the safety and health of residents, and student behavior which results in damage to the sections or hall. This responsibility involves confronting the action which is in question, notifying the Resident Directors, and utilizing residence hall and College discipline procedures.

IV. RESPONSIBILITIES TO RESIDENCE HALL AND TOTAL ENVIRONMENT - A STUDENT STAFF MEMBER:

- a. will be supportive of hall programs and encourage students in developing a strong Hall Council.
- b. will serve as advisor and resource person.
- c. will share with all staff the responsibility for hall safety and security of residents.
- d. will support and uphold College and residence hall policy and standards of conduct throughout the College. A student staff member is required to maintain a standard of conduct exceeding what is tolerated of other students.

V. ADDITIONAL RESPONSIBILITIES: The student staff member is expected to accept additional responsibilities for working with special programs or problems which may arise, as outlined by the Residence Life office.

VI. TERMS OF RELEASE: Failure to perform responsibilities, failure to support College and Residence Life policies, or failure to meet the restrictions on commitments outside the hall will constitute grounds for probation or release.

VII. REMUNERATION: Compensation consists of room and board.

The undersigned agree that the terms of employment, responsibilities and remuneration as specified in this agreement are acceptable.

\_\_\_\_\_  
Student Staff signature

\_\_\_\_\_  
Date

Assigned Hall: \_\_\_\_\_

Position: \_\_\_\_\_

\_\_\_\_\_  
Associate Dean of Students / Director of Residence Life

\_\_\_\_\_  
Date