



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Resident Assistantships

This policy applies to Resident Assistants only.

Resident Assistants

Categories of Appointment

Residence Hall Director: RHDs must have a minimum cumulative 2.5 GPA and have a minimum of two semesters as a resident assistant. RHDs must maintain full-time student status. Preferred RAs will have completed the Education 204 class with a “B” or better and received a favorable evaluation. A student on residence hall or disciplinary probation is not eligible for employment.

Resident Assistant, Resident Assistant 1 and Resident Assistant 2: Preferred RAs must have a minimum 2.5 GPA and 30 credit hours. RAs must maintain a 2.2 or higher GPA and full-time status. Preferred RAs will have completed the Education 204 class with a “B” or better and received a favorable evaluation. A student on residence hall or disciplinary probation is not eligible for employment.

Positions will be added as needed.

Terms of Appointment

All resident assistants hold their appointments at the pleasure or will of the University of Louisiana System.

1. The employment term of resident assistants follows the University’s academic calendar from two weeks prior to the day classes start until one week following the last day of final exams.
2. All resident assistants shall work an average of twenty (20) hours per week (Sunday through Saturday).

3. Resident assistants are employed on a semester-by-semester basis. The University does not employ resident assistants for longer than one semester at a time. The department should make no commitments of employment lasting longer than one semester.
4. Federal regulations prohibit non-resident aliens from working more than twenty (20) hours per week during semesters or more than forty (40) hours per week during breaks.
5. Resident assistants may not hold any other concurrent employment in the University.
6. Resident assistants must attend the resident assistant orientation session held the first week of employment as a resident assistant.
7. Resident assistants must undergo regular pre-service and in-service training.
8. Resident assistants are required to sign a job description stating the required duties.
9. A letter stating the dates of employment and remuneration will be sent to each resident assistant each semester.
10. Resident assistants may not continue to be employed as resident assistants after they are graduated.
11. A resident assistant who resigns or who will not be employed as a resident assistant for the following semester must complete an Exit Check-out Form. Resident assistants' checks and/or transcripts may be held until the exit form is completed.
12. Criminal background checks will be performed on all resident assistants.

Academic Requirements

1. All resident assistants must have been admitted into the University prior to the beginning of their employment.
2. Resident assistants must maintain "full-time" status. During the last semester prior to graduating, resident assistants may carry only the number of hours required to graduate.
3. All resident assistants must maintain a 2.2 GPA with a preferred 2.5 GPA on a 4.0 scale.
4. Resident assistants should carry no more than 15 hours per semester.
5. Resident assistants seeking waivers of the course loads must secure the approval of the director prior to registering for classes.
6. Resident assistants must complete Education 204 with a 3.0 or better on a 4.0 scale prior to be considered for a resident assistant position. This requirement may be waived based on experience, but if hired the employee must complete the class during the first semester of employment.

Appointment, Evaluation, and Continuation

1. The director must complete a Telephone Verification of Personal References for each new resident assistant and submit the completed form, together with the other required employment materials, to Human Resources.
2. Resident assistant employment for new resident assistants will not be processed until all employment materials (application for employment, pre-application, recommendation for employment, telephone verification of personal references, form W-4, form L-4, and copies of driver's license and social security card) have been completed and received by the Human Resources Office. If the student does not have a driver's license, contact Human Resources for acceptable substitutes.
3. All appointments and re-appointments of resident assistants are made by the director. These appointments are made with the understanding that the employment of the individual shall terminate unconditionally on the ending date of the semester for which they were appointed.
4. Supervisors may make written performance evaluations of resident assistants and shall discuss these with the resident assistant each semester.
5. Causes for discharge of resident assistants include conduct seriously prejudicial to the employing department or to the University, such as infractions of the law or of commonly accepted standards of morality, failure to follow orders, violations of institutional or system rules and regulations, willful neglect of duty, inefficiency, incompetence, or consistent or excessive tardiness or absenteeism. The foregoing enumeration of causes for discharge shall not be deemed exclusive.
6. Resident assistants with grievances shall follow the University Grievance Procedure for Unclassified Staff.