

Annexure A

BENEFITS AND TERMS & CONDITIONS OF SERVICE

The benefits, terms & conditions of the service of the Employee are given below:

- a. Resident Assistants are expected to be positive role models exhibiting academic excellence, appreciation for diversity, and good behavior. They should demonstrate commitment to and pride in College Housing through respectful language and behavior and uphold and abide by RTC policies, rules, and regulations
- b. RAs will maintain strict confidentiality on all information related to students obtained from management. Further, information they gain from and about students in the course of their duties must be used only to assist in the solving of problems and to promote the welfare of the college and its students.
- c. RA's will initially be appointed on probation for one term. Upon successful completion of the probation period, RAs will be re-appointed for the second term.
- d. RAs will be compensated for their services through payment of Nu.14,000/semester.
- e. RA's will also receive a letter of recognition for successful services rendered.
- f. RAs are required to report on campus three days before the official opening of the college. They must be available for check-in and checkout of residents at the end of each semester of the contract period
- g. RAs can be removed from their positions even after the probation period for failure to meet the terms and conditions of their position.
- h. RAs may be reappointed for a second year after re-applying when the position openings for subsequent group of RAs are announced. Interested existing RAs will be shortlisted for interview.

Annexure B

Terms of Reference for Residence Assistants (RAs)

The overall responsibility of a Resident Assistant (RA) is to provide leadership, guidance, assistance and support to the students living in the residence halls. The RA also plays a supervisory role to make sure the residents are following the rules. The RAs need to be familiar with the Residence Hall rules and regulations and respond appropriately when students are found violating the rules. They also need to be aware of campus services so that they can refer students to these services when needed. In addition, RAs need to be prepared to handle emergencies such as fire, sickness, injuries, fights, etc. RAs are expected to be available to help students much of the time and ensure that all residents abide by the RTC code of conduct.

The Resident Assistants should be able to earn respect from the residents and should be looked upon as someone with whom the residents can confide their problems and expect help at times of their need.

Apart from his/her responsibilities as a student, RAs

1. will help to orient the new students to the college. The RA is the student in each Residence Hall whom other students will first approach regarding problems and questions (which hopefully the RA will answer, or refer the student to an appropriate staff member).
2. are expected to develop and maintain a community atmosphere within the residence halls.
3. will liaise with the college management and serve as the representatives of residential students regarding issues related to residence halls.
4. will stay in constant contact with the RTC management and Residence Mentors and inform them on any concerns or problems that may be developing in the residence halls and among the residents.
5. will assist students in emergencies, lockouts, etc.
6. will alert management to anything requiring attention, especially maintenance and security issues.
7. will take care of residential facilities such as the common room, TV, water filters, and ensure that waste is properly deposited by the residents.
8. will ensure that all the lights and geyser, electrical appliances in the rooms are turned off when not in use.
9. will act as initiator and facilitator of student activities to enrich the lives of residential students and to build a cooperative spirit and positive social relations among them.
10. will mitigate conflicts between roommates as well as in the residence halls more generally.
11. will inform students about the college rules, procedures, services and policies by holding residence hall meetings at the beginning of the academic session covering these topics and helping students to begin to get to know each other.
12. Any other tasks as and when assigned.