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- ” Assist in the check-in/check-out operations and damage assessment on your duty day.
- ” Be available to answer calls and respond to situations on campus while on duty
- ” Be the first contact person in the event of a resident concern or emergency while on duty
- ” Complete a nightly set of rounds (Hamline Apartments and Summer Residence Hall) and be visible in the buildings and



\_\_\_\_\_ (Contract) is entered into  
and made effective ( \_\_\_\_\_ ) (Effective Date), by and  
between \_\_\_\_\_  
\_\_\_\_\_ and ( \_\_\_\_\_  
"Summer Resident Assistant" or "RA").

1. \_\_\_\_\_ Summer Resident Assistant understands and agrees that Summer Resident Assistant will be employed for a temporary period only to perform the specific responsibilities and duties of a Summer Resident Assistant as outlined above in the Summer Resident Assistant Job Description. Employment will at all times remain at-will. However, it is expected that summer RA's employment shall continue until the earliest of:
  - a. The end of the summer for which summer RA was appointed: **† †)† ÍËÍÐ Ð ËË† P G à §**
  - b. Receipt of written notice from Hamline that Hamline will no longer require the employee's services.

Summer RA understands that if summer RA does not fulfill their responsibilities as a summer RA, as outlined in the summer RA job description and set forth herein, summer RA may be relieved of the position. Summer RA understands that as a summer RA, the summer RA will be responsible for Room and Board charges if summer RA terminates their employment before the end of the summer.

2. \_\_\_\_\_  
There are 5 Summer Hamline RAs and they will live in either the Hamline Apartments or the designated summer school residence hall. The compensation for serving in our Summer RA Duty Rotation (weekdays and weekends divided by 5 people) is the cost of an apartment or the cost of a double room in Manor Hall\*. We are also providing a \$ \_\_\_\_\_ declining balance amount for meals when Anderson or other campus dining locations are open over the summer), cable TV, internet access (wireless and Ethernet), free street surface parking and paraprofessional training. In addition, \$ \_\_\_\_\_ in Compensation to be paid, \$ \_\_\_\_\_ in June, July and August. (**\*An RA can choose their own roommate or have one assigned**)
3. \_\_\_\_\_ Summer RA must maintain a 2.5 cumulative GPA. If a 2.5 GPA is not maintained, RA's employment status will be reviewed by their supervisor and the Assistant Director of Residential Life.
4. \_\_\_\_\_ Summer RA agrees that Hamline will conduct a criminal background check on each Summer RA. Summer RA understands that the results of the background check may result in the termination of Summer RA's employment with Hamline.
5. \_\_\_\_\_ Applicants who have a conduct file in any area of the campus will be reviewed by the Residential Life Professional Staff to determine eligibility for employment.
6. \_\_\_\_\_ Summer RA will contribute to the University through the Summer RA's awareness and concern for the total community and be a positive role model, facilitating the enhancement of the total Residential Life program.
7. \_\_\_\_\_ Failure to comply with University or Residential Life policy may result in a judicial process as outlined by the Residential Life Office and the potential loss of the Summer RA position.

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