

Resident Assistant AY 2023-2024

Position Description

Each year University Housing recruits students to serve in our residential community. This selected team of students hold peer leadership positions as Resident Assistants (RAs). Our mission is to provide a safe and inclusive on-campus living experience designed to promote independent living, maximize students' educational experience, and facilitate personal growth. Resident Assistants facilitate daily personal interactions with residents and respond to student issues by initiating appropriate referrals to campus services and resources. RAs also plan student programs and serve in an on-duty rotation. Being on-duty involves remaining on-call overnight, being in complex and available for scheduled office hours to interface with residents; they also include taking regular walkthroughs of the residential community when offices are closed and responding to emergencies and other urgent needs.

Residential Life Goals

University Housing maintains a Residential Life team comprised of student and professional staff who endeavor to foster a safe and engaging residential environment that supports the mission and vision of the University through intentional interaction with residents. RAs help to enhance their peers' personal, social, cultural, intellectual, and professional development. Resident Assistants plan social and educational programs that support their co-curricular engagement and academic success.

Resident Assistants serve residents daily by:

- Promoting and supporting the health, safety, and well-being of each resident,
- Facilitating the development of a sense of community,
- Developing supportive and empowering relationships with residents,
- Serving as a productive member of the Residential Life team,
- Fostering intentional learning & development amongst residents, and
- Demonstrating ethical leadership and paraprofessional skills.

Resident Assistants serve and engage with residents in our on-campus living facilities:

This leadership position requires dedication, flexibility, commitment, and enthusiasm, as you will actively respond to the changing needs and situations of the community. RAs work with residents to facilitate and develop inclusive environments within the residential community where residents feel safe. Through daily engagement with residents, RAs will assist in fostering a community that promotes academic success, inclusion, and personal growth. RAs work closely with the Residential Life professional staff to meet the needs of our residents and department. This position requires a response to incidents, whether on or off "duty." The RA works directly with a Residential Life Coordinator (RLC) and receives supervision from all Residential Life Professional staff. RAs are assigned to serve communities comprised of 20- 60 residents directly.

Qualifications for all Resident Assistants:

- Students must have completed at least one academic year of college by the start date.
- Students must be in good academic, financial, and conduct standing with the University.
- Students must be enrolled as a full-time student with a minimum of:
 - 12 units for undergraduates
 - 6 for graduate students
- Undergraduate students must have and maintain a 2.5 semester and cumulative GPA.
- Graduate students must have and maintain a 3.0 semester and cumulative GPA.
- Transfer students may be conditionally appointed based on achievement at their previous college institution.
- Students must sign a housing license agreement and any license agreement addendums after they have accepted their position.
- All appointments are contingent upon successful completion of Live Scan background check.

Expectations for all Resident Assistants:

- RAs must display a high level of maturity through sound judgement, emotional stability, flexibility, and willingness to accept responsibility.
- RAs must possess strong interpersonal skills and proven ability to interact effectively with others.
- RAs will be responsible for nurturing the development of a community.
- RAs will be present within their communities to build relationships and understand community needs.

- RAs must regularly report to their Residential Life Coordinator happenings in their community as it relates to their residents and building upkeep.
- RAs must maintain a daily community presence to foster consistent interaction with residents.
- RAs assume on-call responsibilities regularly (average 4-6 days per month) and remain in their assigned area when on-call. Shifts are 15 and 24 hours depending on the day and include frequent community walkthroughs with a partner and drop-in hours to address resident concerns.
- RAs may be asked to provide additional coverage during designated times, such as campus breaks, severe weather conditions, campus/local emergencies, campus events, etc.
- RA weekly expectations will be communicated by RLC and include:
 - Team meetings.
 - One on one meetings.
 - Addressing critical and emergent issues as they occur.
 - Initiating daily resident conversations.
 - Creating and implementing programming as required by the community development plan.
 - Hosting community meetings.
- RAs should recognize their room/apartment can also serve as an area for resident conversations and other related activities.
- RAs will be expected to sit, stand and walk for extended periods of time, visually identify, and report incidents within the community, and occasionally lift heavy objects.
- RAs must know and abide by all University & University Housing policies, Housing & contractual regulations, as well as Federal and California State laws.**
- RAs must satisfactorily complete all requirements of their position and conditions.

Period of Appointment and Time Commitment Expectations:

- RA appointments are for one academic year (August through May). The academic year is defined as the fall and spring semesters. An appointment does not guarantee a summer or continued AY position.
- To be successful within this position, the incumbent is encouraged to not have more than two-night classes (after 5:00 pm) per week without advance approval.
- RAs must be available before, during, and following Housing Openings and Closing periods to complete check-in and check-out administrative tasks.
- RAs must be available during semester breaks to complete administrative tasks and perform duties.
- RAs must schedule out-of-town, overnight travel plans per the Department Commitment Calendar, and requests must be approved at least seven business days before departure.
- RAs must be committed to this position as their principal non-academic obligation. Extracurricular activities and employment are not to conflict with the time needed to be available and accessible to residents. **These types of activities outside of University Housing should not exceed more than 15 hours each week unless approved by Associate Director, Residential Life (or designee).**
- The average weekly time commitment to successfully fulfill RA requirements is **20 hours**, and the position may require additional hours during peak periods, i.e., training, opening, and closing periods, etc.
- RAs must receive approval from their RLC (or designee) to be away from campus for more than 24 hours.

Training and Team Development Expectations:

- All RAs are expected to attend several training sessions and team development activities throughout the year.
- Standard training includes, but is not limited to:
 - Spring Orientation (a two-hour meeting TBD upon hire).
 - Fall Training (three weeks before August Opening).
 - Winter Training (two weeks before Spring Opening).
 - In-Service/Team Development.

Rooms and Roommates:

- RAs are required to live on campus in the assignment provided by housing upon the start of the appointment.
- RAs receive a room and may request a specific number of roommates (depending on the RA assignment). Roommate selection is dependent on meeting all departmental and University requirements and deadlines.
- RAs and any housemates they share an apartment with must sign an RA Roommate Agreement.

Compensation for the duration of appointment:

- On-campus housing at no cost while maintaining the RA position.

- A single room valued at approximately \$13,065 (apartment room) or \$11,140 (residence hall room). Assignments are based on RLC lead assignment and community needs.
- The cost of utilities and high-speed internet.
- Meal plan to use at designated campus dining locations when classes are in session.
 - Valued at approximately \$3500.
 - Opting out of the item will not be replaced with any other form of compensation.
- The appointee is responsible for all other associated fees including, but not limited to application fees, a security deposit, taxes, damage, and cleaning charges (if applicable).
- Financial Aid Reporting-The total compensation amount for the RA position is reported to the Office of Financial Aid as an award from University Housing. Please check with the Office of Financial Aid to see how our compensation may affect your eligibility. Departure from the RA position will be reported to Financial Aid to have your award eligibility adjusted.

***RAs have an essential role in maintaining the safety and security of our community. In accepting this position, RAs must understand their responsibility to abide by all campuswide regulations to ensure the health and safety for yourself and other community members, especially during pandemics, such as COVID-19.*

Resident Assistant AY 2023-2024

Terms and Conditions

The following guidelines have been established to clarify the conditions of becoming and maintaining a position as a Resident Assistant (RA) within the Residential Life unit of University Housing. While the administration of these conditions may vary, it is important to understand them in order to successfully perform the responsibilities of your student staff position. Failure to adhere to these terms and conditions may jeopardize your on-going appointment status. Additional information, expectations, and descriptions of the processes associated with these terms and conditions are reiterated throughout various points of the term and are subject to change with proper written notification.

ARTICLE 1. QUALIFICATIONS TO APPLY AND HOLD POSITION

Section 1.01 Eligibility to Apply and Hold Position

- a) Student must have completed at least one academic year (two semesters) of college work before the appointment period.
- b) Student must be in "good standing" with the university (CSUDH): academic, financial, and conduct.
 - i. RA may be removed at any time based on their work performance or changes in academic, financial or conduct standing with the University (CSUDH). These items are interrelated and are not independent of each other.
- c) Student must be enrolled as a full-time student at CSUDH throughout the position term.
 - i. 12 unit minimum (and 18 units maximum) each semester of the academic year for undergraduate students
 - ii. 6 unit minimum (and 12 units maximum) each semester for graduate student's credit
- d) Undergraduate students must have and maintain a 2.50 cumulative GPA.
 - i. Undergraduate transfer students are hired conditionally based on achievement at their previous school.
 - ii. The transfer applicant must verify they achieved a cumulative GPA of 2.50 (undergraduate). If the student does not maintain these standards throughout their first semester at CSUDH, their offer will be rescinded.
- e) Graduate student applicants must have and maintain 3.0 GPA cumulative.
 - i. First year graduate students are hired conditionally based on achievement at their previous school. They must have achieved a minimum of a 3.0 cumulative GPA. If the student does not maintain these standards throughout their first semester at CSUDH, their offer will be rescinded.
- f) Student must sign and abide by a University Housing license agreement and any license agreement addendums.

Section 1.02 Period of Appointment and Time Commitment

- a) Academic year (AY) appointments are made for the full academic term at CSUDH beginning 8/7/2023 and ending 5/24/2024 at 5pm.
 - i. An appointment may be rescinded, or the staff member removed immediately if they accept any opportunity that prevents them from completing their appointment. This includes but is not limited to the following: applying to graduate at the end of the fall semester, taking an out-of-town or full-time work opportunity without prior approval from the Associate Director (or their designee).
 - ii. RAs who fail to complete the full-term appointment may not be considered in good standing with the department and will impact future re-hire.
- b) An RA's principle non-academic activity is this position. While we encourage membership in other co-curricular activities, we expect that these commitments do not interfere with the responsibilities to Residential Life/University Housing and are limited to no more than 15 hours per week. Any time over this must have prior approval from the Associate Director (or their designee)
 - i. Other time commitments (i.e., jobs, internships, Greek organizations, athletics/intramural, student organizations, etc.) must be discussed with and approved by University Housing leadership. This includes any time commitments obtained prior to appointment (i.e., current jobs, full-time internships, full-time student teaching, etc.) and any additional time commitments in the future (i.e., future jobs, full-time internships, full-time student teaching, etc.) Approvals will be contingent upon current course load, academic performance, and area responsibilities.
- c) RAs must be available prior to, during, and following Housing Openings and Closings to complete check-in and check-out administrative tasks. Please see the Commitment Calendar for dates.
- d) As all residential facilities are open during intercessory breaks (Holiday Observances, Winter Break, and Spring Break). Student staff coverage is needed during these recesses.
 - i. Single-day holidays that occur during the term (i.e., Labor Day, Veteran's Day, etc.) will be covered by the regular RA staff rotation in the same fashion as a weekend day.

- ii. All RAs must be available during the beginning and end of these breaks to complete administrative tasks and perform duty responsibilities. The department will inform the RA regarding mandatory return and departure dates. See the Commitment Calendar for more information.
- e) The RA position requires an average time commitment of 20 hours per week. Peak work periods include training, the opening and closing of each semester, the Staff Selection process, and certain campus yield events which require additional hours. RAs will be given proper notice of these staff needs.
- f) Regardless of whether an RA is scheduled for duty, they must receive prior approval from their RLC if they plan to stay off campus overnight or would otherwise be unavailable to assist or respond to the University Housing community between the hours of 8pm and 8am. In the event of a major emergency, you may be needed to assist. It is therefore critical that you communicate any known or expected times your availability to respond would be compromised. Examples include, but are not limited to, staying overnight away from assigned room, going away from campus, and staying/studying overnight in library/lab.
- g) All travel plans must be made in accordance with the Housing Check-in, Check-out, and Training schedule. It is expected that you will attend all openings, closings, and training sessions. Academic break travel arrangements may not be made without prior approval of their RLC. If your travel plans interfere with any of the above, you may be removed from your appointment immediately.

ARTICLE II WORK PERFORMANCE EXPECTATIONS

Section 2.01 General Expectations

- a) RAs are required to live in their assigned room/apartment for the duration of their appointment and must adhere to the terms and conditions of the Housing License Agreement. The use of housing facilities is subject to the regulations contained in Article 5, subchapter 4, Chapter 5 of Title V of the California Administrative code.
- b) RAs are role models and representatives of CSUDH both on campus, off campus and in on-line communities (i.e., Facebook, Instagram, Twitter, etc.). Choices made by RAs affect their ability to be respected and to fulfill their RA responsibilities. A violation of any one of these policies can and will result in removal from the RA position and from housing.
- c) All RAs will assume duty responsibilities on a regular basis (equally with other team members), as described in the position description and delineated in RA Training.
- d) RAs will remain visible in the hall throughout the evening at least three nights a week, in addition to regular Duty nights. RAs will remain on campus at least two of every four weekends. RAs will occupy their assigned room on weeknights, specific exceptions are approved by the Residential Life Coordinator.
- e) RAs are expected to know, abide by, and enforce University & University Housing policies, Housing & contractual regulations, as well as Federal and California State laws.
- f) RAs are Campus Security Authorities as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and are required to report crimes accordingly.
- g) RAs are “mandated reporters” for the University regarding any Title IX concerns that they become aware of at any point during appointment.
- h) RAs do not have privileged confidentiality and are therefore required to report any information that might affect the safety, security and/or well-being of a resident.
 - a. RAs should not at any time promise confidentiality to a resident and should report the information UP to their RLC lead.
 - b. RAs should not at any time share any privileged information with other residents or RA team members without expressed consent or approval from proper University Housing professional staff.
- i) RAs under the age of 21 shall not consume alcohol or illegal drugs at any time and shall not be in the presence of alcohol or illicit drugs.
- j) RAs that are 21 years of age or older, shall not consume alcohol and/or use marijuana products at least 12 (twelve) hours before any position related obligation begins (i.e., duty, weekly meetings, programs, departmental initiatives, or tasks, etc.) Release from the RA position could be the result of the following behaviors regarding alcohol and drugs: 1) possessing or consuming marijuana on campus property, 2) coming into the community under the influence of alcohol and other drugs which attracts attention from other staff and residents, 3) consuming alcohol in front of underage students anywhere or anytime, and 4) being in the presence of illegal drugs anywhere or anytime.
- k) RAs must uphold the departmental expectations outlined in the position description, terms & conditions document, and training manual.

Section 2.02 Student and Community Development (approximately 35%)

- a) RAs will demonstrate a positive attitude toward CSUDH Residential Life and will endeavor to encourage and support the goals and objectives of the department.

- b) RAs are responsible for nurturing the development of a community where students feel safe, respected, can learn from their environment, and be academically successful.
- c) RAs will serve as a resource for students regarding areas of personal and academic concerns, and when necessary, will refer residents for follow up counseling/advising with others as appropriate.
- d) RAs must spend time with their residents to get to know them as individuals to maximize the student development role.
- e) RAs will be expected to further their personal mediation/conflict resolution skills and familiarize themselves with campus resources to facilitate successful roommate mediations in the complex.
- f) RAs will actively promote the concept of community within the apartments and encourage residents to take responsibility for positive and assertive behavior within that community.
- g) RAs will purposely promote holistic student and community development through the implementation of the Residential Education programming model, including the development of a Community Living Agreement.
- h) RAs will actively learn and know the names and rooms of all assigned residents within the first three weeks of each semester.
- i) RAs will meet with the residents of each apartment/room to facilitate complete and thorough living agreements/house meetings at the beginning of the year and whenever there is turnover in the apartment/room.
- j) RA will actively participate in, and positively represent residential student body, and will encourage residents to become active members in their communities by participating in hosted activities in University Housing and on campus, including but not limited recruiting for participants of the Resident Student Association.
- k) RAs will clearly and positively communicate the guidelines that residents must live within, as noted in the University Housing Agreement, University Housing Policies, and the Living Agreement. When student behavior violates these guidelines, the RA will respond in a manner that encourages the student to not only take responsibility for their inappropriate behavior, but also to learn from the experience.
- l) RAs should recognize that their room may serve as an area for privileged conversations with residents and other work-related activities.
- m) RA should use sound judgment in deciding how use of their room will affect the perceptions of the community. In keeping with departmental philosophy, we ask that RAs not display posters or materials which might be viewed as sexually, racially, or ethnically offensive, or which advertise unhealthy behaviors.
- n) RAs are expected to provide engagement opportunities for residents as outlined in the community development plan discussed in RA Training.
- o) RAs will not transport residents in association with their appointment unless expressed directed by University Housing professional staff.

Section 2.03 Training and Staff Development (approximately 15%)

- a) All RAs are expected to attend several training sessions and staff development activities throughout the year. These include, but are not limited to:
 - i. Spring Orientation (a weekday)
 - ii. Fall Training (three weeks before August Opening)
 - iii. Winter Training (two weeks before Spring Opening)
 - iv. In-service/Student Development sessions as arranged by departmental staff
 - v. Weekly staff meetings and individual 1-on-1 meetings with departmental staff
- b) Regardless of the RA's status as returning or new, RAs are required to attend and actively participate in all staff training and development sessions. The training schedule is arranged in a manner to avoid any interference with the official academic calendar. Failure to attend will result in a change in appointment status.

Section 2.04 Administrative/Operational (approximately 50%)

- a) RAs will check their DH email accounts a minimum of once a day and respond by expressed deadline or within 24 hours.
- b) RAs will be in possession of their student ID cards and room keys at all times.
- c) RAs will assist residents when locked out of their assignments.
- d) RAs will record and properly report incidents, conversations, and administrative reports as needed.
- e) RAs will participate in Health and Safety Inspections and Health and Wellness Checks as needed.
- f) RAs will serve on-duty within the community during weeknights (Sunday through Thursday) of the appointment (equally with other team members). They must remain within the community from 5 p.m. to 8 a.m.
- g) RAs will serve on duty within the community during weekends (Friday and Saturday) of appointment (equally with other team members). When on-duty they will remain in the building/community from 5 p.m. Friday until 5 p.m. on Saturday and/or 5 p.m. Saturday until 5 p.m. Sunday.
- h) RAs will respond to community/building wide emergency situations whether on-duty or not, as needed.
- i) RAs will attending regular staff meetings, which will take place on Tuesdays from 3 p.m. to 4:30 p.m.
- j) RAs will assist with maintaining the security of the community by doing regular walkthroughs and security checks while on duty.

- k) RAs will be on duty through the opening and closing of buildings. This includes resident check-in and check-outs.
- l) RAs will remain in the community after closing until all administrative tasks are completed.
- m) RAs will complete additional administrative duties as assigned.

ARTICLE III ACADEMIC AND CONDUCT EXPECTATIONS

Section 3.01 Role Modeling Academic Success

- a) The RA positions are crucial to the success of the community development program. One of the goals is to foster academic success for all students. In order to serve as good academic role-models, as well as ensure that they succeed in their own academic pursuits, a minimum cumulative GPA has been established for students to apply for and maintain these important roles.
- b) The Residential Life area reserves the right to check grades of the RA team throughout the duration of the appointment.

Section 3.02 Role Modeling Behavioral Success

- a) RAs will serve as role models and demonstrate good judgment and ethical behavior both on and off campus during the entire period of appointment, including closures. This includes behaving with the law and all policies and procedures established by the University and University Housing; RAs should not engage in activities that could result in a change to your conduct standing (i.e., reprimand, warning, or probation) within Housing or the University. If your conduct standing changes due to an academic or nonacademic violation, you must report the change to your RLC immediately.
- b) All RAs must follow and enforce the Student Code of Conduct and University Housing policies. RAs cannot be on disciplinary probation or a more severe disciplinary sanction at the University.
- c) The Residential Life area reserves the right to check judicial records of the RA team throughout the duration of the appointment.

Section 3.03 Appointment Offers/Rescinding Offers

- a) Current RAs with an appointment offer for the upcoming academic semester or year may be removed if a RA's GPA or enrollment status does not meet expectation, see Article I, Section 1.01 (c), (d) & (e). Offers will be rescinded for individuals who have not previously worked as an RA and their cumulative GPA and unit enrollment drops below standard before the position start date. If an offer is rescinded, the student's name may return to the alternate list for future hire if the cumulative GPA and unit enrollment meets expectations.
 - i. Cumulative GPA - All undergraduate student staff must maintain at least a 2.50 cumulative GPA each semester while in the appointment position. RAs whose cumulative GPAs fall below minimum requirement will be immediately removed from their position.
- b) Enrollment Requirements-All student staff must maintain at least full-time student status to remain in the position. For undergraduate students this is a continued enrollment of at least 12 units, and at least 6 units for graduate students, per semester throughout the entire semester. RAs must not enroll in more than 20 classroom hours (including labs) per semester. RAs must not enroll in more than two evening classes (including labs) per semester without prior written approval from the Associate Director (or their designee).

ARTICLE IV SEPARATION EXPECTATIONS

Section 4.01 Resignation or Removal from Position

- a) RAs will have no more than 72 hours to remove all personal belongings and officially check out from the assigned staff apartment, in the event of resignation or removal from position. It is the responsibility of the student to secure alternative housing.
- b) RAs released from their position may also be removed from other positions held within the University Housing department depending on performance concerns.

Acknowledgement to understanding & agreement of Terms and Conditions

By signing this document, I acknowledge that I have read, fully understand, and agree to adhere to the terms and conditions of the CSUDH Resident Assistant position as outlined in this document as it relates to my role.

Printed Name

Signature

Date

Resident Assistant AY 2023-2024

Commitment Calendar

This calendar aims to help the RA plan for campus and department activities throughout the year. We strongly encourage the appointee to check with their appointed Residential Life Coordinator upon accepting this position, and throughout the appointment, before making any travel plans.

University Housing is required to provide adequate “duty” coverage for our occupied buildings and must have adequate coverage during campus breaks & closures, including but not limited to campus events, weather warnings, alerts, watches, and so forth. The RA may be asked to cover these days. Please consult with your designated RLC before making plans to leave the complex during any campus closures; this includes evening and weekends. The Associate Director of Residential Life may, at any point, require the residence life staff to handle other tasks during campus activities or deal with emergencies which affect the residential community.

The earliest a staff member is eligible to leave the position and vacate at the end of a term is 72 hours after graduation with prior approval from the Associate Director (or their designee).

| Event | Day | Date** | Time | Staff Affected |
|--|---------------------|----------------------------|------------|----------------------------|
| Spring Orientation | Friday | May 12, 2023 | 1pm-2:30pm | All Residential Life Staff |
| RA Move-In | Monday | August 7, 2023 | 10am | All Residential Life Staff |
| Fall Training | Monday-Wednesday | August 7-23, 2023 | 10am-6pm | All Residential Life Staff |
| Fall Move-In | Thursday-Sunday | August 24-27, 2023 | 8am-4pm | All Residential Life Staff |
| New Student Convocation | Friday | August 25, 2023 | TBD | All Residential Life Staff |
| 1 st Fall Fire Drill | Thursday | August 31, 2023 | 6pm | All Residential Life Staff |
| Labor Day | Monday | September 4, 2023 | All Day | Duty RA Staff |
| Health & Safety | Tuesday | September 26, 2023 | 2:30pm-5pm | All Residential Life Staff |
| 2 nd Drill/ Great Shake Out | Friday | October 20, 2023 | 10am-11am | All Residential Life Staff |
| Veteran's Day | Friday (Observance) | November 10, 2023 | All Day | Duty RA Staff |
| Health and Safety | Tuesday | Nov 14, 2023 | 2:30pm-5pm | All Residential Life Staff |
| Thanksgiving Break | Thursday-Sunday | Nov 23-26, 2023 | All Day | Duty RA Staff |
| Winter Resident Mtgs | Monday-Friday | Nov 27-Dec 8, 2023 | Varies | All Residential Life Staff |
| Winter Check Outs | Friday-Saturday | December 15-17, 2023 | 12pm | All Residential Life Staff |
| Winter Closure Prep | Monday-Wednesday | December 18-20, 2023 | Varies | All Residential Life Staff |
| Staff EOS Celebration | Thursday | December 21, 2023 | 12pm – 2pm | All Residential Life Staff |
| RA Break Leave | Thursday | December 21, 2023 | 5pm | Break Duty RA Staff |
| Winter Break | Thursday-Tuesday | Dec 21, 2023 – Jan 9, 2024 | All Day | Break Duty RA Staff |
| RA Break Return | Wednesday | January 10, 2024 | 10am | All Residential Life Staff |
| Winter Training | Wednesday-Thursday | January 10-18, 2024 | 10am-6pm | All Residential Life Staff |
| MLK, Jr Day | Monday | January 16, 2024 | All Day | Duty RA Staff |
| Spring Move-In | Friday-Sunday | January 19-21, 2024 | 8am-4pm | All Residential Life Staff |
| 1 st Spring Fire Drill | Thursday | January 25, 2024 | 6pm | All Residential Life Staff |
| Health and Safety | Tuesday | February 13, 2024 | 2:30pm-5pm | All Residential Life Staff |
| President's Day | Monday | February 19, 2024 | All Day | Duty RA Staff |
| 2 nd Spring Fire Drill | Thursday | March 14, 2024 | 5pm | All Residential Life Staff |
| Health and Safety | Tuesday | March 19, 2024 | 2:30pm-5pm | All Residential Life Staff |
| Spring Break | Sunday-Saturday | March 31-April 6, 2024 | Varies | Duty RA Staff |
| Cesar Chavez Day | Monday | April 1, 2024 | All Day | Duty RA Staff |
| Checkout Meetings | Monday-Friday | Apr 22-May 10, 2024 | Varies | All Residential Life Staff |
| RA Recognition Event | Friday | May 3, 2024 | 1pm – 3pm | All Residential Life Staff |
| EOY Celebration | Friday | May 10, 2024 | 1pm-3pm | All Residential Life Staff |
| Spring Move-Out | Monday-Saturday | May 13 – 17, 2024 | Varies | All Residential Life Staff |
| Spring Transition Prep | Monday-Friday | May 20-24, 2024 | Varies | All Residential Life Staff |
| Position End Date | Friday | May 24, 2024 | 5pm | 2023-2024 RA Staff |

*Fall training and RA move in date may change based on finalized academic calendar/**dates are subject to change with proper notice

* RA Staff are required to assist with campus outreach events, typically on the first Saturday of October and April, as well as Spring Fling.