



# Campus Living & Residential Education

## Resident Advisor Conditions of Employment | Academic Year 2026-2027

### I. Program Overview

The George Washington University (GW) Resident Advisor (RA) program in the Division for Student Affairs (DSA) offers a premier student leadership experience for undergraduate students seeking to make a positive impact on their fellow students' experiences in the residence halls. RAs are members of the Campus Living & Residential Education (CLRE) team and serve an integral role in actualizing the DSA vision of guiding and supporting individuals in becoming their best possible selves. Each RA brings their own experiences, goals, and approaches to the role but share a common desire to make meaningful contributions in the lives and experiences of their residents. The RA role is expected to follow the specific procedures, protocols, and role-based decision-making guidance provided through the RA manual, required training, and supervisory coaching.

### Role of the Resident Advisor in Campus Living & Residential Education

RAs serve as a vital peer-to-peer connection between students, support systems, communities, and the university. RAs each find unique ways to add value to their residents' experiences. The advice, guidance, care, and mentorship RAs provide to other students are what make the RA leadership role among the most impactful to actualizing student engagement.

The core functions of the RA role can be conceptualized in relation to the connections, support, and empowerment they facilitate among residents. To this end, RAs:

#### Connect Residents

- to one another, faculty, staff, and alumni to enable every student to find their place at GW.
- with opportunities based on their interests, values, and needs that enrich their GW experience.

#### Support Residents

- in their personal, academic, social, wellness, and career development.
- by providing appropriate advice, referral, direction, and assistance.
- to make choices and to transform those choices into desired actions and outcomes.
- to hold themselves and one another to the highest standards of civility, integrity, and respect.

### Learning and Development in the Resident Advisor Role

Through participation in the RA program, RAs will develop and strengthen the following identified core competencies intended to enhance their personal, academic, and career success:

- Administrative Skills
- Conflict Management Skills
- Crisis Management Skills
- Educational Skills
- Helping Skills
- Leadership Skills
- Multicultural Awareness Skills
- Problem-Solving Skills
- Relationship Skills
- Technology Skills

CLRE full-time and graduate-level staff members are committed to facilitating learning, growth, and development of all RAs. They provide training, supervision, mentorship, feedback, and support. Towards this goal of personal growth and individual success, RAs participate in formal, informal, and experiential learning activities throughout their time in the program which include:

- Facilitated Team, Group, and Individual Meetings
- Mid-Year and End-of-Year Evaluations
- Program Planning, Implementation, and Assessment
- Supervisor Coaching

### **Access and Participation**

DSA is committed to providing an inclusive and welcoming environment for all students participating in the RA program. DSA is committed to supporting RAs in achieving success in their role. RAs who believe they may need certain accommodations in order to fulfill the functions of the RA role should discuss their individual needs with their supervisor. Additionally, an RA should contact the Office of Disability Support Services (DSS) to inquire about the documentation necessary to establish eligibility, and to coordinate a plan of reasonable accommodations. For additional information, please call DSS at (202) 994-8250, or consult [www.disabilitysupport.gwu.edu](http://www.disabilitysupport.gwu.edu).

### **Academic Standing and Student Conduct Prerequisite Requirements**

The RA program develops undergraduate student leaders and promotes academic success for participants and residents. Any student serving as an RA must be enrolled as full-time degree-seeking undergraduate student at GW, lived on campus at GW for at least two (2) semesters by the start of their role, must maintain a 2.5 GPA, be making satisfactory progress

towards their degree, and maintain good academic standing with their college throughout their time as a RA. Exceptions to the full-time status requirement are made for second-semester seniors with fewer than twelve (12) credits needed for graduation. Additionally, any student serving in the RA role must be in good student conduct standing with the university (i.e. no active conduct status higher than censure or similar academic integrity sanctions); Failure to remain in good academic and conduct standing may result in removal from the position.

### **2026-2027 Academic Year**

Participation in the RA Program for the 2026-2027 academic year begins upon accepting the offer to serve as an RA and concludes on Monday, May 19, 2027.

### **Compensation**

For the 2026-2027 academic year, RAs will receive a comprehensive compensation package that consists of free housing, free meal plan, and a stipend. An RA's total compensation package is valued at approximately \$22,186 as based upon the: (i) rental value of housing, (ii) meal plan cost, and (iii) stipend.

- **Housing:** A housing assignment will be provided to the RA at no cost. The specific hall and room number assignment for an RA is based upon housing and operational needs. RAs are placed intentionally through their communities to ensure the support of their residents, and accommodations are provided with this goal in mind. When possible, the university will provide RAs who received assignments that require additional students to be assigned to the RA's room/unit, an opportunity to select their roommates. Students who live with RAs will be expected to sign an agreement that outlines the specific expectations and responsibilities of an RA.
- **Meal Plan:** The RA will receive the Block 175 Meal Plan, with no declining balance, for each semester.
- **Stipend:** The RA will receive a \$2,520 stipend per academic year, paid in equal bi-weekly installments on GW's regularly designated pay dates, beginning in August 2026 and ending in May 2027.

The RA role may vary based on building type, student population served, and community needs. As a result, the day-to-day responsibilities and time commitments may look different across assignments while maintaining consistent program expectations.

### **II. Training and Development**

RAs receive annual orientation to the role along with Fall, Winter, and ongoing training and development activities to strengthen core competencies and promote success in the role.

Participation in Fall and Winter Trainings along with monthly team development/training sessions are required of all CLRE team members.

### **Important Dates**

The following dates are intended to help RAs plan for their academic year. RAs are required to attend all orientations, trainings, and division/department major and signature events, and RAs are also expected to adhere to the arrival/departure dates listed below. We strongly encourage RAs to begin communicating these dates and expectations with their summer employers, internships sites, or other commitments to ensure their availability.

- Fall 2026 RA Move-In: **August 1-4, 2026**
  - Due to Summer Housing, RAs may be assigned to a temporary space before moving into their permanent residence the weekend of August 8. Advance notification and instructions will be provided to affected staff members.
- Fall 2026 RA Training: **August 5-14, 2026**
- Fall 2026 Student Move-In: **RAs will assist from August 17-23, 2026**
- Fall 2026 Student Move-Out: **RAs will assist until noon on 12/20 and will be released if closing processes are completed earlier.**
- Spring 2027 RA Move-In: **January 2-5, 2027**
- Spring 2027 RA Training: **January 6-8, 2027**
- Spring 2027 Student Move-In: **RAs will assist from January 8-10, 2027**
- Spring 2027 Student Move-Out: **RAs will assist until noon on 05/19 and will be released if closing processes are completed earlier.**

Any changes to the dates above will be communicated in a timely manner. Other important dates may be added to this list (e.g., August welcome programming, health & safety inspections, departmental signature events, etc.), but will also be communicated in a timely manner so that RAs can best work with their supervisor should any conflicts arise. RAs should communicate with their supervisor as soon as a conflict or potential conflict is realized. Academic conflicts can normally be accommodated. Conflicts arising from non-academic commitments should be discussed with their supervisor and will be evaluated on a case-by-case basis. CLRE reserves the right to deny any requests to miss a required training/event/meeting. Unexpected emergencies such as a death in the family or illnesses may come up during the course of participation in the RA Program. Supervisors will prioritize support of the RA and appropriate adjustments will be made.

### **III. Responsibilities and Expectations**

The responsibilities and expectations of RAs outlined in this section are intended to provide context, clarity, guidance, and standards for all RAs. RAs will be provided with an RA manual at the beginning of Fall training that explains specific procedures, resources, and guidelines. Additional supplemental materials include documents to assist RAs in their planning of community and programmatic events for the academic year. RAs receive mentorship, feedback, and support from their supervisor throughout their time as an RA. RAs also receive

and provide support to Faculty-in-Residence/LLC Partners and Chaplains-in-Residence. Ongoing communication and information relevant to the RA role will be shared via training, meetings, and email.

### **Community Presence**

RAs are responsible for building relationships with their residents. Establishing their role as a leader in the community requires regular communication with residents, accessibility, and presence within their residential communities. RAs should strive to know their residents and adapt their approaches based on their community's needs. RAs are student leaders and are also expected to interact with their residents in the broader GW community.

The RA role is not easily translated into a fixed number of hours per week due to the variability of resident needs, community engagement, and academic schedules. On average, RAs should expect to dedicate approximately 340 hours per semester to their RA responsibilities. To achieve 340 hours, RAs should expect to work twenty (20) hours per week, on average, with some weeks requiring more or less hours. RAs will likely work more than twenty (20) hours per week for instances including, but not limited to, August training, January training, and move-in/move-out periods. RAs will track their hours on a weekly basis and discuss workload, balance, and expectations during regular one-on-one meetings with their supervisor.

### **Examples of Common RA Responsibilities**

Specific RA responsibilities are ultimately dependent upon the residence where an RA is placed; however, common RA responsibilities include:

- Actively engaging with residents either in their room, on their floor, or in their residence hall, or at GW campus events
- Participating in scheduled in-community shifts
- Meetings and following-up on resident needs or referring residents to offices and resources
- Impartially responding to and documenting potential violations of GW policy in accordance with provided training and protocols, thereby focusing on ending disruption to the community and reducing risk of harm
- Submitting and updating forms to include, but not limited to, programmatic forms, CARE reports, incident reports, etc.
- Regular 1:1 meetings with supervisor, team meetings, and on-going trainings
- Participating in and helping residents participate in hall and campus events
- Communicating with residents through approved department communication channels such as email or GroupMe
- Evening presence is an important component of the RA role. Communities are often most active during evening hours. It is expected that RAs reside in the housing

assignment provided to them most nights throughout the academic year and limit overnight guests so as to not impact their availability to their residents and community.

### **In-Community Shifts**

RAs are essential in facilitating vibrant communities in the residence hall, by promoting student-facilitated community living grounded in personal responsibility, respect, care for one another, and accountability.

RAs will have one to two (1-2) In-Community shifts per week between 9 p.m. and 5 a.m., including office hours from 9 p.m. - 12 a.m. RAs will have one fixed weekday (Sunday-Wednesday) shift and one rotating weekend night (Thursday-Saturday) shift. During office hours, RAs are expected to be visible in the community.

During In-Community shifts, RAs will participate in a community walk between the hours of 10 p.m. and 12 a.m. during the weekdays (Sunday-Wednesday) and a community walk between the hours of 12 a.m. and 2 a.m. during the weekend (Thursday-Saturday). The purpose of a community walk is for RAs to interact with residents and note any building concerns (e.g., excessive trash, broken furniture, etc.) in the In-Community Shift log. Should RAs encounter any policy violations, the appropriate protocol should be followed based on the incident and the protocols outlined in the RA Manual.

### **Team Meetings**

Weekly meetings provide an opportunity for building teams to support each other, receive important updates, and participate in leadership and other development throughout the year. A standardized weekly meeting time allows for the entire department to meet as needed for larger developments, time-sensitive announcements, and events without placing additional demands on student schedules.

For the 2026-2027 academic year, all weekly team meetings will take place on Wednesdays from 8 p.m. to 9 p.m. Outside of required academic commitments, RAs are expected to attend all weekly team meetings unless previous arrangements have been made with their supervisor. Recognizing that life events, illness, or emergencies may arise unexpectedly, any potential known conflicts (including academic commitments) or anticipated absences from a weekly meeting should be discussed with the supervisor as soon as they are known. Before accepting the position, a known standing academic commitment that will conflict with this weekly meeting should be discussed with CLRE.

### **Outside Commitments**

RAs' academic obligations are always the top priority. The RA role is a significant commitment in addition to their academics. RAs agree to prioritize their academic and RA responsibilities over additional responsibilities and commitments (e.g., paid employment,

theatre/dance groups, student organization involvement, etc.). Supervisors will seek to help each RA maintain a balanced and successful university experience regarding their different commitments. While not discouraged from pursuing outside commitments, RAs agree to discuss any other outside commitments exceeding ten (10) hours per week with their supervisor in advance to ensure they are able to balance their academic, RA, and other commitments effectively. CLRE reserves the right to deny any outside commitments that exceed ten (10) hours per week.

### **Time Away from Campus**

RAs may be away from campus for university events, life events, vacations, or other activities. RAs should discuss their plans for time away with their supervisor prior to finalizing any travel plans. Any RA who will be away from their community for more than three (3) consecutive days (outside of student break periods) should discuss any ongoing issues or anticipated resident needs with their supervisor so they can plan for response to any resident needs and coverage in their absence. RAs are expected to return to their residence hall at the conclusion of a student break period unless approved by their supervisor to be away for a longer period.

### **Social Conduct**

RAs are leaders among their peers and should serve as role models and educators. RAs agree to abide by all GW policies (including but not limited to those outlined in the Code of Student Conduct, Title IX Sexual Harassment and Related Conduct Policy, and Housing License Agreement) in addition to Federal and District of Columbia Laws.

RAs may not engage in behaviors that would potentially have a negative effect on their credibility or effectiveness. This includes not engaging in physically and/or emotionally intimate relationships with residents of their building or any member of the DSA/CLRE full time or graduate team. RAs must not plan, sponsor, or participate in any events or incidents where a university policy violation occurs. If an RA recognizes a potential conflict with this expectation, they should discuss with their supervisor to determine the best means of resolving.

RAs seek to promote safe and healthy community environments. Alcohol and other substances have the potential to negatively impact individuals, their shared living environments, and residential communities. RAs, as role models and leaders, are expected to recognize the impact that substance use behaviors may have and adhere to the standards expected of all GW students.

RAs agree to follow all GW policies as outlined in the Housing License Agreement, and Code of Student Conduct related to the consumption of alcohol, as well as Federal and District of Columbia laws. RAs twenty-one (21) years of age or older who choose to consume alcohol

should maintain their status as a role model by engaging in responsible drinking behaviors. This includes not consuming alcohol in the presence of any underage residents, not consuming alcohol during an in-community shift, and being mindful of the impact that alcohol consumption may have on the RA's presence in the residence halls.

As a visible leader and by nature of their presence in the halls, RAs may encounter residents in need. When an RA encounters any student in need, the first priority is to connect that student to the appropriate support. There may be situations in which it is not appropriate for a RA to provide that direct support. If an RA chooses to consume alcohol, for example, it is expected that they do not personally respond to incidents involving residents (emergency or otherwise). Any RA under the influence of alcohol who encounters a resident in need should immediately notify the Area Coordinator on Call, inform them of the resident need, and explain that they are unable to respond so that the Area Coordinator on Call may provide the resident in need with appropriate support.

### **Restorative Action Processes**

The RA program values the learning and growth potential for all students. Success in the RA role requires an openness and commitment to learning through experiences including through mistakes or missteps. Supervisors place primary emphasis on their role as educators responsible for supporting learning, growth, resilience, and personal responsibility of RAs. If an RA finds themselves in a situation that could compromise their credibility with residents that falls outside expectations outlined in this document or where further skill development is needed for success, they should proactively notify their supervisor to initiate a collaborative response.

If an RA departs from expectations of the role or engages in behaviors that potentially compromise their effectiveness as an RA, restorative action approaches will be utilized whenever possible to facilitate learning and growth to enable ongoing participation in the RA program. Restorative actions include supervisor conversations, action plans, or probationary periods intended to support RAs in their continuous learning.

### **Response to Resident and Building Incidents**

As leaders in the residence hall communities, residents often turn to their RAs for guidance and support. RAs are provided training, team support, and ongoing development to enable appropriate response if they encounter students in distress, critical incidents, policy violations, or other emergency situations in the residence halls. RAs have 24/7 access to the Professional Staff Member on call for consultation, support, and professional staff response to urgent student needs, facilities emergencies, and situations requiring immediate response to student wellbeing.

Under no circumstances are RAs expected to take personal responsibility for or take actions to independently address the physical safety, mental health, or well-being of another student without full time staff support. RAs are expected to notify their supervisor, the Professional Staff Member on call, and/or The George Washington Police Department (GWPD) immediately if presented with concerns regarding another student's safety, mental health, or wellbeing.

Protocols and expectations for appropriate response and escalation are provided through the RA manual and taught to RAs during their trainings. RAs have the responsibility of reporting and responding, as appropriate, to students in distress, facilities emergencies, and other incidents in their communities. Appropriate responses are provided during trainings and include:

- Calling the Professional Staff Member On Call and/or GWPD to notify of emergencies
- Communicating relevant information to GWPD, staff, and residents
- Directing residents to appropriate gathering areas during building evacuations
- Conducting follow-up meetings or outreach with impacted residents

While not common, RAs may be asked to assist first responders and university professional staff during emergencies in the residence halls. In these instances, specific direction will be provided to the RA. RAs are expected to follow all instructions given to them by GWPD officers and GW staff acting in performance of their duties during such incidents.

As a Resident Advisor, you are a designated reporter under the university's Title IX Policy. This means that you are required to promptly report any suspected cases involving sexual harassment, sexual assault, dating and domestic violence, and stalking to the Title IX Office. You agree to:

- Report any concerns immediately to the appropriate authorities as specified by the institution's policies.
- Understand that you cannot provide confidentiality to student disclosure of sexual harassment because you are required to report

Additionally, in alignment with the University's Code of Ethical Conduct, Resident Advisors are expected to promptly report any situation involving discrimination, harassment, or bias of which they become aware. Reports must be submitted through the University's centralized Discrimination, Harassment, and Bias Reporting Form.

### **Violations of GW Policy or Law**

RAs are expected to respond to all resident violations of the Housing License Agreement and Code of Student Conduct in a timely and appropriate manner. At no time should any RA intervene or place themselves in a situation that could jeopardize their own physical safety.

Expected response protocols are provided during trainings and include notifying GWPD and/or the Professional Staff Member On Call at the time of an incident or upon disclosure by a resident. RAs have the responsibility to report policy violations and crimes they encounter in any residence hall or other on-campus location.

### **Student Privacy and Use of Resources**

RAs can be an important conduit to help a student connect with appropriate GW support offices. RAs occasionally receive confidential or private student information to assist in their response to resident needs. RAs will receive training on proper use of protected student information and agree to abide by the Family Educational Rights and Privacy Act (FERPA), a Federal law which protects the privacy of student information and records. RAs must only use private student information in the performance of their RA responsibilities. RAs will not discuss confidential or private student information with anyone other than their supervisor or other full time staff in DSA.

GW will issue access to RAs via their GWorld card. These access permissions provide RAs with access to the areas in the residence halls necessary to complete their RA responsibilities. Access provided to residence halls, student rooms, CLRE/DSA offices, resource rooms, storage closets is only permitted for the fulfillment of their RA role. Access to information systems including building listservs, StarRez, Maxient, and other databases, are provided to RAs to support their engagement with residents within their role as RAs and may not be used for personal, commercial, or promotional purposes.

### **V. Transitions in the Resident Advisor Role**

Participation in the RA program concludes on the final date noted in this document. RAs may also decide to voluntarily leave the position at any time. Should an RA voluntarily leave the position, a 2-week notice to their supervisor is required to ensure a proper transition of responsibilities.

#### **Returning to the Role**

Current RAs who will be returning undergraduate students for the next full academic year may express interest in returning to the RA position at the end of the fall semester. Whether an RA can return or not is based on the RA evaluation process throughout the academic year. Supervisors will review strengths, areas for improvement and development, and contributions to their team and community in deciding whether to recommend the RA to return.

#### **Removal from the Resident Advisor Role**

Removal from the RA program is considered in circumstances where other restorative action responses are considered inappropriate, have been exhausted, or when an RA's actions or patterns of decision-making demonstrate potential to compromise the health, safety, or wellbeing of other students. If an RA is removed from the role, they will be expected to vacate their assigned room and may be directed to do so promptly. Housing charges will be incurred from the date of the removal from the role if the student continues to reside in GW housing. Supervisors will work with any RA removed from the role to support their transition out of the program including securing an on-campus housing assignment (if applicable), providing interim coverage and support to residents, and communicating the transition with residents and team members.

#### **VI. Acceptance to Participate in the Resident Advisor Program**

The RA role may evolve throughout the academic year in response to student needs, operational requirements, or institutional priorities. Any material changes to expectations will be communicated clearly and in a timely manner, and GW will provide appropriate guidance or training to support RAs through these adjustments. By signing the RA offer letter, an individual acknowledges that they have read this document, and understand and accept the responsibilities and expectations required for participation as a RA for the 2026-2027 academic year.