

The following guidelines have been established to clarify the Resident Assistant (RA) conditions of employment. It is important to read and understand these conditions to successfully perform the responsibilities of the RA position. Failure to adhere to the following conditions of employment may jeopardize the RA’s employment status. RAs will be required to sign these conditions prior to the beginning of employment start date. **At the sole discretion of the Department of Residential Life, this document may be altered, and changes will be communicated to RAs through appropriate methods. By signing this agreement, you are responsible for all information and expectations enclosed.**

Period of Employment

- The RA position is compensated as a 20 hour per week undergraduate student employment position based on the average time commitments throughout the semester(s).
- The term of employment for this contract is the 2026-2027 Academic Year. Any adjustments made to the academic calendar by LSU will be applied to the dates of this agreement. Appointment is based on performance and is renewable upon reapplication, performance appraisal, and consent of the Department of Residential Life.
- Employment is contracted for the following schedule in which RAs are expected to remain on campus during certain time periods including, but not limited to:

Fall 2026 Scheduled Event	Start Date	End Date
Fall 2026 RA Move-In	July 30, 2026, after 3PM	August 2, 2026, by 3PM
Fall Training	August 2, 2026	August 13, 2026
Fall Opening & Welcome Week	August 14, 2026	August 22, 2026
RA Interviews	November 2, 2026	November 6, 2026
Fall Closing	December 12, 2026	December 13, 2026
Fall 2026 RA Departure	December 13, 2026, after 3PM	
Winter Break*	December 13, 2026	January 6, 2027
*RAs assigned to apartment communities are required to remain on campus and work during a portion of Winter Break.		

Spring 2027 Scheduled Event	Start Date	End Date
Spring 2027 RA Move-In	January 5, 2027, after 5PM	January 6, 2027, by 12PM (New Spring RAs) 3PM (Returners)
Spring Training	January 6, 2027	January 8, 2027
Spring Opening	January 7, 2027	January 10, 2027
Spring Closing	May 8, 2027	May 16, 2027
Spring 2027 Departure (Halls)	May 10, 2027, after 12:00PM	
Spring 2027 Departure (Apts)	May 17, 2027, after 12:00PM	

- RAs may work through LSU holidays including, but not limited to: Fall Break, Thanksgiving, Mardi Gras, and Spring Break.
- Requests to be absent for any of the above closed dates for staff must be submitted in advance via email with appropriate documentation to the Assistant Director for Student Staffing for approval; job action may apply.
- Resident Assistants who choose to participate in a summer internship must complete their internship no later than August 1, 2026, in order to attend RA Training. Attendance at all portions of RA Training is mandatory and no exceptions will be made for internship conflicts.
 - If an RA is unable to attend training due to an internship or any other commitment extending beyond August 1, their employment offer will be rescinded. They may be considered for rehire as positions become available during the fall semester.
- The academic, financial, and conduct standing of all RAs will be checked at the end of each semester and periodically as needed by the Department of Residential Life.

Academic Requirements and Eligibility

RAs are required to...

- Enroll in a full-time undergraduate degree program at the start of the semester of their employment per the Housing Contract. If an RA needs to drop courses during the semester, they must be enrolled in a minimum of 6 credit hours to continue their employment per PS 33: Student Employment requirements. Graduate students are not eligible to be an RA.
- Complete 2 semesters of university/college enrollment before the start of the RA position.
- Maintain a 2.5 cumulative grade point average (GPA) for the duration of employment, including when starting the position.
 - The overall Louisiana State University GPA will be counted for cumulative GPA. Summer courses will not be considered due to timing conflicts with RA training schedules.
 - If an RA’s cumulative GPA falls between 2.0 and 2.5, they will be placed on probation for one semester. If they do not raise their cumulative GPA to 2.5 or higher after one semester, they will be dismissed from their position.
 - If an RA’s cumulative GPA falls below 2.0 at any time, they will be immediately dismissed from their position.

- GPAs will not be rounded up. For example, a cumulative GPA of 2.48 or 2.49 does not meet the 2.5 requirement.
- Positions will not be held after semester grades are posted due to the timing of LSU closures and RA training schedules.
- Enroll in no more than 18 credit hours or submit a request to the Assistant Director for Student Staffing prior to the first day of classes for the semester in question if they wish to go over the limit.
- RAs will not be allowed to enroll in summer courses that overlap with training dates. Returning RAs must request approval from the Assistant Director for Student Staffing to enroll in summer or winter intersession courses that overlap with training dates.
- RAs participating in student teaching programs, internships over 10 hours, or practicum/co-op experiences while employed, will only be considered to work in apartment communities. This does not guarantee them a position or placement.

Additional Employment

- Additional employment is defined as any activity, internship, or position in which a student is paid for time.
- Any RA seeking additional employment must submit a request for approval *prior* to beginning the additional employment and should not exceed 10 additional hours per week.
 - RAs are only eligible for 5 hours of additional on-campus employment per Policy Statement 33: Student Employment.
- An RA placed on Probation status as an employee may have any additional outside employment approval revoked.

Time Commitments and Expectations

RAs are required to...

- Live and sleep in their assigned room. RAs who will be out of their community overnight must notify the appropriate supervisor.
 - Time off out of the community is limited to no more than 6 days total within a 30-day period. Break periods and/or emergency situations may allow exceptions in consultation with the RA’s supervisory team.
- Perform administrative duties including, but not limited to distributing information, completing incident reports, participating in check-in and check-out procedures, managing purchasing paperwork and receipts, checking and responding to emails and phone messages.
- Implement the departmental Community Engagement model, including but not limited to, the following responsibilities:
 - Initiate and maintain contact with each resident throughout the academic year.
 - Conduct and notate individual resident meetings according to departmental procedures and established timelines.
 - Develop positive and appropriate interpersonal relationships with each resident.
 - Facilitate connections among residents through programming efforts and floor meetings.
- Attend a weekly individual meeting with their supervisor and a weekly staff meeting from 8-10:00PM on Wednesday nights.
 - Individuals required to take a course that is solely offered during this time and is necessary to meet graduation requirements must request an exemption prior to enrolling in the course from the Assistant Director for Student Staffing.
- Work four (4) hours at your community’s front desk to provide resources and support for community stakeholders, including during all break periods and University closures. The RA is responsible for completing four hours within the pay period week for any changes.
- Complete all departmental training including Spring RA Orientation, Fall and Spring Training, team development activities, and any assigned video and online modules and certifications required by the department and the University.
- Successfully complete three (3) sessions of a workshop series during the spring semester prior to employment as part of an extended interview/orientation experience. Failure to complete the minimum three (3) sessions will result in an employment offer being rescinded.

Spring RA Workshops	Start Date	End Date
Spring 2026 RA Orientation	January 14, 2026, at 8PM	January 14, 2026, at 10PM
RA Workshop 1	TBD	TBD
RA Workshop 2	TBD	TBD
RA Workshop 3	TBD	TBD
RA Workshop 4	TBD	TBD
RA Workshop 5	TBD	TBD
RA Workshop 6	TBD	TBD
RA Workshop 7	TBD	TBD
RA Workshop 8	TBD	TBD
RA Workshop 9	TBD	TBD

- Participate in the recruitment and candidate evaluation of new undergraduate, graduate, and professional staff positions.
- Support Community Council and departmental organizations (RHA, NRHH, Dance Marathon) through event support, attendance, and promoting programs.
- Serve in weekday, weekend, and holiday on-calls shifts as prescribed in RLOP 64. Specifically,
 - Staff are required to be present and remain in their assigned community for the duration of their assigned on-call shift.
 - On-Call shifts go from 7:00PM - 7:00AM on weekdays and 7:00PM - 7:00PM on weekends, holidays, break periods, and University closures.
 - On-Call shifts include the completion of rounds.
 - RAs may be expected to work uncovered desk shifts within their community during the on-call hours.

Additionally...

- The RA position is considered the RA’s primary responsibility outside of class and academics. Other activities such as clubs and organizations are viewed as secondary to academics and the RA position. RAs must seek approval from their supervisor before holding advanced leadership roles or running for elected positions in student organizations.
 - RAs may be asked to forfeit these opportunities if their performance as a staff member suffers.
- RAs may not serve in Residence Hall Association or Community Council while in the RA position due to a conflict of interest.
- RAs who serve on University Hearing Panels and/or Student Government committees are expected to operate with appropriate integrity which includes maintaining confidentiality on situations and student information. RAs should not speak as a representative of the Residential Life. Abusing authority or information possessed because of the RA role may lead to dismissal from the job.
- Participation in the following processes requires the approval of the Assistant Director for Student Staffing *prior* to the start of the activities: fraternity and sorority recruitment process, Division 1 Athletics, ROTC, Tiger Band.

Departmental and University Requirements

RAs are required to...

- Understand and follow the 2026-2027 employment agreement requirements.
- Follow all federal, state, and local laws.
- Be over the age of 18 by the start date of the position.
- Abide by the rules and regulations of Louisiana State University and the Department of Residential Life, including but not limited to those outlined in the Code of Student Conduct, the Housing Contract, the Living on Campus Handbook, and all policy statements and permanent memoranda rendered by Louisiana State University.
- Serve as essential personnel in the case of a disaster, such as a hurricane, and will be required to remain on campus and perform RA responsibilities and other duties as assigned.
- Remain in good conduct and financial standing with Louisiana State University and the Department of Residential Life throughout the tenure of the RA’s employment.
- Represent and support the University and Department of Residential Life positively in all interactions with students, faculty, staff, parents, and guests. Staff must have approval from the Associate Director of Communications before speaking to the media as a department representative.
- Work as a member of a hall staff team and actively support others’ efforts.
- Report directly to and fulfill all duties assigned by the supervising RC/GRC.
- Recognize and respond promptly to individual crises, emergencies, and policy matters with dependability and a sense of care and consideration for the individual’s needs.
- Report all maintenance issues and damages involving University property in a timely manner.
- Utilize appropriate referral resources, escalating progressive situations accordingly. This includes following the established on-call and crisis protocol, documenting concerns, and following up post-incident, as directed by supervisors.
- Maintain privacy with regards to student information, policy violation and student behavioral concerns as directed by the Department of Residential Life and the Family Educational Rights & Privacy Act (FERPA).
- Serve as a Campus Security Authority (CSA) for Louisiana State University.
- Create a community conducive to learning and academic success, serving as an academic role model and providing campus resources.
- Create a supportive environment that respects the individual worth of every member of the community.
- Establish appropriate boundaries with staff and other residents within the context of the workplace.
- Adhere to all key policies outlined by the Department of Residential Life, including but not limited to respecting the privacy and security of residents and staff by refraining from granting anyone unauthorized access to resident rooms or confidential information.

Compensation

- RAs will receive a stipend based on the type of community in which they work.
 - Apartment Communities: \$2000/semester
 - Suite Bath Communities: \$2200/semester
 - Hall Bath Communities: \$2500/semester
- RAs unable to work for more than three (3) days of a weekly pay period will have their pay altered accordingly, including University holidays, except for Winter Break.
- RAs working in Apartment communities over Winter Break will serve on-call per RLOP 64. They will receive compensation for each on-call shift scheduled and worked.
- RAs will be assigned to a private room (when available). Residential Life reserves the right to assign an RA a roommate(s) if needed. Consistent with the Housing Contract, this agreement is for a space within LSU on-campus housing, not a specific building. The Department of Residential Life reserves the right to move residents, including RAs, to meet its responsibilities to students.
- Partial meal plan of 25 meal swipes/semester and \$350 Paw Points
 - RAs may upgrade their meal plan at their own expense utilizing the options provided by LSU Dining and Residential Life.
 - RAs who adjust their meal plans outside of these dates, and/or without written request to the Assistant Director for Student Staffing will forfeit their meal plan exemption credit and be responsible for the full amount of their chosen meal plan.
 - RAs will make their meal plan selection by the following deadlines and cannot make changes outside of these dates. Changes must be submitted via email to the Assistant Director for Student Staffing.
 - Fall 2026 Meal Plan Selections Due: June 26, 2026
 - Spring 2027 Meal Plan Selections Due: October 31, 2026

- RAs should investigate the impact their compensation may have on financial aid and scholarship packages. Federal law requires that the University consider the value of the compensation RAs receive as a resource. Therefore, the Office of Undergraduate Admissions and Student Aid and Scholarships must consider the amount of the RA benefit when determining eligibility of need-based aid.

Employment Action, Resignation and Dismissal

- An RA may be dismissed immediately at the sole discretion of the Department of Residential Life, for various reasons, including but not limited to failure to meet positional expectations or violations of the Code of Student Conduct, the Living on Campus Handbook, the Housing Contract, or federal, state, and local laws.
- Refusal to follow supervisor instructions and/or engaging in behavior that is detrimental to the staff team, residential community, or Department of Residential Life is considered insubordination. This may lead to performance management outcomes including termination.
- The student conduct process is a separate process from the employment and performance management process. Employment decisions are made separate from findings in the student conduct processes.
- Thorough and timely investigations utilizing the outlined departmental performance management process will be conducted by the appropriate staff. All disciplinary decisions, up to and including dismissal are final, and no appeals will be granted for such decisions.
- RAs who fail to comply with department and supervisory expectations, trainings, and guidelines as outlined will be subject to the student staff performance management process.
- RAs must disclose any romantic, physical, or intimate personal relationships they have with other Residential Life staff members or residents under their supervision within their assigned community. Disclosure does not imply judgment or punishment, but rather aims to ensure transparency and appropriate management of any potential conflicts of interest. Information disclosed by RAs regarding their relationships will be treated with privacy and respect. Failure to disclose these relationships may result in disciplinary action, up to and including termination of employment, with regards to each situation's context.
- RAs who resign or are dismissed at any point in the middle of the academic year may not be considered in good standing and therefore are ineligible for rehire processes.
 - RAs that are dismissed or resign are eligible to continue living on-campus if they desire, excluding any directed accountability outcomes, but are restricted from living within their current community in which they served as an RA.
 - RAs that resign or are dismissed are eligible to continue living on campus if they desire, but are restricted from living within their current community in which they served as an RA.
- Upon termination of this agreement, all manuals, keys, emergency supplies, identification badges, nametag, and other issued materials must be returned to the appropriate supervisor(s). Materials not returned, damaged, or lost will result in a charge for the cost of replacement.

RA Name

Community

RA Signature

Date

EEO and SAME Agency Statement: LSU is designated as a State As a Model Employer (SAME) agency and provides assistance to persons needing accommodations or with the accessibility of materials. For those seeking such accommodations or assistance related to this search, we encourage you to contact the Office of Human Resource Management (hr@lsu.edu)

Community Commitment: LSU believes that engagement is essential for creating a vibrant and enriching university experience. We strive to provide equal opportunities for students, faculty, and staff, ensuring that everyone has the chance to thrive and succeed. Our commitment extends to creating a safe and accessible campus, where individuals can feel secure and supported in their pursuit of knowledge and personal growth. Above all, we prioritize excellence in all aspects of our work, aiming to uphold the highest standards of education, research, and service. Learn more about the [Division of Engagement, Civil Rights, & Title IX](#).