

2024-2025

RA FOR UNDERGRADUATE HOUSING

RESIDENT ASSISTANT AGREEMENT

This Resident Assistant Agreement (this "Agreement") is made and entered into between _____, (the "Resident Assistant"), and the University of Southern California ("USC") on behalf of its Office for Residential Education ("Residential Education"), for the purpose of providing the rights and obligations of the parties.

- I. The Resident Assistant agrees to abide by the rules, policies and procedures of USC and Residential Education, and to maintain a level of conduct consistent with that expected of a student leader.
- II. The Resident Assistant agrees to abide by the specific expectations and requirements outlined in Resident Assistant Position Description provided by USC to Resident Assistant with this Agreement, Expectations and Requirements, Addendum Expectations and Policies, the Residential Education Manual, and to engage in other duties as assigned by Residential Education.
- III. The Resident Assistant acknowledges receipt of the 2024-2025 USC Housing Contract (the "USC Housing Contract"). The Resident Assistant is expected to read and understand this Agreement and the USC Housing Contract and, by signing or electronically confirming this Agreement, agree to abide by the particulars of this Agreement and the USC Housing Contract. By signing this Agreement, the Resident Assistant is confirming that the Resident Assistant will be moved to a Resident Assistant Housing space, voiding any housing assignments for the 2024-2025 academic year (i.e. the Resident Assistant will be removed from the USC Housing Renewal process). To the extent this Agreement conflicts with the terms and conditions of the USC Housing Contract, the terms and conditions of this Agreement controls.
- IV. The Resident Assistant agrees to maintain a 2.5 semester and cumulative grade point average (3.0 for graduate students). The Resident Assistant must comply with the housing eligibility criteria as listed in the USC Housing Contract. The Resident Assistant must maintain good academic and conduct standing with USC throughout the Term, as defined in Section V. If the Resident Assistant fails to maintain good academic standing or is found to be in violation of the USC Student Handbook, the USC Policy on Prohibited Discrimination, Harassment, and Retaliation, or is placed on an Interim Measure or Emergency Removal, the Resident Assistant will be subject to immediate removal from their resident assistant position or may have their offer rescinded if the behavior occurs before the Term begins. In the event of removal from the position, the Resident Assistant acknowledges that the financial aid listed in Section VIII below will be revoked. No further supplemental payments will be paid to the former Resident Assistant following removal. The financial aid package will be adjusted for the remainder of the academic year. The Resident Assistant will need to vacate the provided apartment within ten (10) days of removal.
- V. The terms of this Agreement will begin on August 5, 2024, and terminate on May 17, 2025 (the "Term").
- VI. The Resident Assistant must be present for all the following dates:
 - a. **Virtual Emerging RA Development:** Each RA's session time/date is decided after they accept the RA position (March – April 2024).
 - b. **Reveal Day:** April 17, 2024, from 7:30-9:30pm
 - c. **SLD (Virtual):** August 5-8, 2024
 - d. **RA Move-In:** August 9-11, 2024
 - e. **SLD (In-Person):** August 12-16, 2024
 - f. **McCarthy Honors Move-In:** August 17-18, 2024*
 - g. **SEIP LLC Move-In, Figueroa (Gateway) Move-In Begins:** August 19, 2024*
 - h. **All Other Undergraduate Move-In:** August 20-21, 2024*
 - i. **Trojan Welcome Experience:** August 21-25, 2024
 - j. **RA Team Meetings:** every Wednesday from 7:30pm – 9:30pm
 - k. **Spring Semester Preparation & Spring Admit/Transfer Welcome:** January 9-10, 2025
 - l. **RA Move-Out:** May 17, 2025

*Participation may be required by Resident Assistant on these respective teams and will be scheduled in advance
- VII. The Resident Assistant may leave the residence halls for winter break no earlier than Wednesday, December 18, 2024 at 8:00pm. The Resident Assistant will return for Spring Semester by 8:00am on Thursday, January 9, 2025. A select number of RAs will need to cover emergency response rotations during the break. The Resident Assistant will have the opportunity to volunteer for such rotation in advance.
- VIII. Residential Education agrees to award the following financial aid to the Resident Assistant during the Term provided the Resident Assistant is not removed from the position pursuant to Section IV:
 - a. A meal package
 - b. A furnished single room, one-bedroom apartment, or two-bedroom apartment. Multi-bedroom Apartments have a single bedroom in the shared living space and the Resident Assistant may share with two other roommates in the other bedroom(s). The Resident Assistant will be provided a limited time period to request roommate(s) for these shared spaces.

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- c. Supplemental payment per semester. Payment is considered taxable income and will be processed via the USC payroll system. The Resident Assistant must meet all payroll eligibility requirements.
 - d. All financial aid received is subject to review by the Financial Aid Office and may impact the Resident Assistant's financial aid package. The Resident Assistant should reach out to the Financial Aid contact center for specific questions regarding the financial aid package.
- IX. The Resident Assistant understands that failure to fulfill the terms of this agreement may result in discipline, up to and including loss of recognition as a resident assistant and the loss of financial aid pursuant to Section IV.
- X. Due to the COVID-19 Pandemic or any other Pandemic, as these terms are defined in the USC Housing Contract, USC, as required by law or in the exercise of its good faith judgment, may elect to (i) delay the Resident Assistant's move-in date and occupancy of the USC Housing space ("Pandemic Move-In Delay"), (ii) require the Resident Assistant to move out of the USC Housing space on a temporary basis ("Pandemic Move-Out"), (iii) require the Resident Assistant to relocate to a new housing space in another University Housing Facility ("Pandemic Relocation"), or (iv) terminate this Agreement (a "Pandemic Termination"). Each such action by USC shall be effective on the date specified by USC in a written notice given to Resident Assistant by USC, which effectiveness may be immediate. Except in the case of a Pandemic Termination, unless otherwise agreed to in writing by USC, in its sole and absolute discretion, any Pandemic Move-In Delay, Pandemic Move-Out or Pandemic Relocation shall not result in the termination or cancelation of this Agreement or affect the Term, and in that case, except for the need to have the Resident Assistant delay moving in, move out, or relocating, the terms hereof shall remain unaffected including without limitation, the Resident Assistant's obligations to comply with the terms of this Agreement.

Please return this Agreement to the Residential Education.

- I, (please print or type Full Name here) _____, have read and fully understand the terms of this Agreement. I **accept** the resident assistant position, according to the terms of this Agreement.
- I, (please print or type Full Name here) _____, have read and fully understand the terms of this Agreement. I **do not accept** the resident assistant position, according to the terms of this Agreement.

SIGNATURE of Resident Assistant

DATE

USC ID Number