Residential Life Assistant (RLA) Agreement

1. RLAs will move into their accommodation on 13 September and be available to assist with Arrivals Weekend from 14 September 2024.

2. RLAs will work an average of eight hours per week which will consist of planning and hosting events, assisting on Open Days, attending any team meetings, or undertaking any essential training.

3. RLAs will be required to attend two days of mandatory online training the week before Arrivals Weekend, on 5 and 6 September 2024.

4. RLAs who fully meet the requirements of their RLA role will receive a discount against their accommodation fees as follows:
   - The discount for term 1 will be £1270.36, applied for 13 weeks from 14 September to 13 December 2024, this equates to 104 hours
   - The discount for term 2 will be £1172.64, applied for 12 weeks for term 2 from 13 January to 5 April 2025, which equates to 96 hours
   - The discount for term 3 will be £586.32, applied for 6 weeks for term 3 from 4 May to 14 June 2025 – which equates to 48 hours

5. RLAs will be expected to achieve the hours stated in point 4 in each term to continue as an RLA and qualify for the above discounts. RLAs who fail to meet the minimum number of hours required may be unable to continue in their RLA role.

6. Each RLA will be considered on an individual basis and any extenuating circumstances will be considered.

7. If the required number of hours are not met in term 1 or term 2 then it may be agreed that the missing hours can roll over to the following term. Extra hours can be banked in Welcome Week and during vacation periods if an RLA is remaining on campus.
8. Attendance, participation, and engagement will be constantly monitored and are essential for RLAs to continue in their role. If an RLA works more than the required hours in a term, then these hours can be rolled over to the following term.

9. Attendance and punctuality will be monitored, and it is expected that RLAs give the RLA Manager enough notice if they are unable to attend an event so that a replacement RLA can be found.

10. In pairs RLAs will be expected to organise and host a minimum of one event per week during term time. Event proposals with costings should be submitted to the RLA office a minimum of four weeks prior to each event for the RLA Manager to have time to book suitable rooms and purchase necessary equipment. *

11. The University of Kent is committed to the creation and support of a balanced, inclusive, and diverse community as per our EDI values. As an RLA you will be representing the accommodation team and the University. It is expected that you always show respect and courtesy to your fellow RLAs and other students. This includes any social media posts you may make (including private groups involving other RLAs and students) as well as any face-to-face conversations you may have.

12. RLAs must be mindful of the impact any comments regarding sensitive topics could have and must keep their conversations neutral with the aim of creating a safe space where students can enjoy themselves.

13. RLAs will be assigned to a college and from time to time may host events for their specific college or represent their college in ResLife Cup events. In general, most events will be open to all students in campus accommodation.

* Examples of how to present an event proposal will be shown during training. One hour will be assigned each week for event planning. If a larger or more intricate event requires longer planning time, evidence of this must be presented to the RLA Manager so that these hours can be added to the rota.