

Resident Assistant Position Description 2025-2026

University Housing | Student Services and Enrollment Management

The Resident Assistant (RA) position is a one-of-a-kind live-in leadership opportunity for students at the University of Oregon. RAs work collaboratively with the Community Director, Residence Hall Association, Faculty-in-Residence, and academic partners to create communities where residents feel a sense of belonging and inclusion, form meaningful relationships with faculty/staff and peers, and are civically engaged. RAs serve as role models, peer educators, cultural navigators, and crisis responders to connect students in need to emergency services and/or professional staff. RAs are essential in the first-year resident experience and are critical in University Housing, being a model of excellence and a hub of innovation.

Resident Assistants are student leaders within University Housing and report directly to the Community Director and ultimately to the Director of University Housing for Residence Life & Educational Initiatives. The RA position is a maximum average of twenty (20) hours per week over the fall, winter, and spring terms.

Qualifications to be an RA:

During the academic year that you are an RA, you must:

1. Be enrolled as a full-time, degree-seeking student at the University of Oregon with a 2.5 cumulative GPA (3.00 for Clarks Honors College) by the spring term for an appointment.
2. Have lived on-campus at least 1 term/semester prior to their appointment period OR have attended an institution of higher education post-high school.
3. Maintain good academic and conduct standing with the university and University Housing.
4. Must not have classes on Tuesday evenings between 6:00 pm and 8:00 pm.
5. Successfully pass a background check prior to their role commencement.
6. Be eligible to work in the United States.
7. Be available for mandatory training on the following dates:
 - **[Pick one]** Spring Onboarding, May 13, 2025, from 6:30 - 7:30 pm, **OR** May 30, 2025, from 4:00 – 5:00 pm
 - Fall Training, September 9, 2025, through September 29, 2024
8. Be available and attend all dates listed in the “**Important Dates 2025-2026**” table below.

Remuneration:

RAs receive a University Housing Dining meal plan and either a furnished single or double room in University Housing. RAs also receive \$1,362, dispersed in eight equal payments on the last business day of each month, beginning in October and ending in May. The stipend is commensurate with the [“books, course materials, supplies, and equipment”](#) fee and is subject to change.

The compensation structure of the RA position can substantially impact one’s financial aid package. All candidates are strongly encouraged to meet with the Office of Financial Aid and Scholarships prior to accepting the position to discuss the impact and any subsequent decisions regarding any potential aid.

**Please Note: The Resident Assistant position is a complete academic year student leadership commitment. All Resident Assistants are required to live in their assigned spaces starting with fall training and continuing through spring commencement. The Resident Assistant position is essential to the first-year residential experience and a critical leadership position, representing a significant time commitment. RAs may require limiting other commitments that represent a significant time commitment to succeed in all position areas.*

Applicants who cannot fulfill these requirements should not apply to be a Resident Assistant.

The responsibilities of the Resident Assistant position are outlined below:

Community Relationships and Integrated Learning

2 to 15 hours per week*

One-On-One Conversations: RAs interact with their residents daily, whether it be formally or informally. These interactions may be scheduled or impromptu, one-to-one, or in groups, and serve as a means of checking in with residents, getting to know them, discussing community observations, and building trusting and supportive relationships. RAs document formal conversations (once per quarter, within a 2-week timeframe), known as Flock Talks, and alert their supervisors to a community or resident concern/need/want.

Community Building: RAs regularly collaborate with their hall council, Faculty-in-Residence, Faculty Fellows, and Residence Hall Association (RHA) to build a shared sense of purpose, responsibility, connection, and care for residents on their floors and in their residence halls. RAs also periodically partner with residents to plan or attend social events based on community interests. RAs are required to hold community meetings for their entire floor/area 1-3 times per quarter, as well as plan, organize, market, host, and assess multiple events per quarter. These events will be a combination of pre-planned events determined by the department and one's RAs create on their own.

Passive Education and Engagement: RAs build community passively by creating door decorations, hanging and distributing informative flyers, and creating or posting educational bulletin boards.

Responsibility & Wellbeing

4 to 10 hours per week*

Serving On-Call: RAs are trained to serve on-call over weeknights and throughout the weekend to support the safety and well-being of residents in their community. Serving on-call includes completing social and community rounds in the residence hall, being available for community concerns after business hours, and appropriately responding to and documenting incidents or issues as RAs encounter them. RAs are required to serve on-call during university holidays and when classes are not in session (e.g., Fall, Winter, and Spring break periods). Shifts for university break periods will be assigned and shared with RAs at Fall Training. RAs are responsible for finding coverage for break shifts for which they are unable to serve on-call. Weekday on-call shifts (Sunday – Thursday, excluding university holidays) are 12-hour long shifts. Weekend shifts are 24-hour shifts. While these shifts span a large period, RAs are only, typically, working the first few hours of that shift engaging with residents, conducting rounds, responding to incidents, etc. The remaining amount of time is the overnight hours to remain available in case residents are locked out of the building or need emergency support in the middle of the night.

Supporting Students in Crisis: RAs are designated reporters who learn how to report disclosures and incidents of discrimination or harassment. RAs are often the first to report student mental health concerns and collaborate with departmental and campus partners to support students in crisis. In these scenarios, the role of the RA is to be the connection point between the resident and professional services, not to provide treatment or long-term support.

Educating Residents on Community Standards: RAs educate residents on the importance of adhering to the residence hall contract and community standards, including having conversations about violations with residents. RAs are trained how to respond to violations and how to document these interactions.

Managing Roommate Expectations: RAs learn about conflict de-escalation and are trained to facilitate mediation when roommate conflicts arise. RAs may hold scheduled, impromptu, or group mediations with residents about communication, boundaries, unmet needs, establishing or revising roommate agreements, and managing roommate expectations.

Addressing Facilities and Security Concerns: RAs are trained to identify and correct low-level security and facilities concerns in their residence hall and to call in high-level security and facilities concerns to Facilities Services or the Community Director.

Administrative Responsibilities

1 to 5 hours per week*

RAs are responsible for completing various administrative tasks requiring competency in written and oral communication, productivity applications/technology, time management, and multitasking. Administrative responsibilities include managing and responding to emails and Microsoft Teams, scheduling 1:1, and attending meetings, completing on-call reports, submitting written incident reports, logging conversations/Flock Talks with residents, and other structured operational tasks administered by the Community Director.

*The RA role is an *average* of 20 hours per week while classes are in session. There will be weeks where RAs will work more than 20 hours during a week and other weeks that are considerably less.

Important Dates 2025-2026

Below is a table of the important dates that RAs must be aware of to successfully complete the requirements of their role.

[Pick one] May 13, 2025, from 6:30 - 7:30 pm May 30, 2025, from 4:00 – 5:00 pm	Spring Onboarding	Review key components and requirements of the role, review required dates to be on-campus, general expectations, ask questions, meet other RAs, register for on-campus housing, show hiring paperwork, and sign the RA Agreement.
September 8	RA Move-in	RAs will move into their assigned housing placement. RAs are unable to move in prior to this date, so please plan accordingly.
September 8	Complete any HR Paperwork	RAs should complete any outstanding HR paperwork as communicated during their onboarding process. <i>Failure to complete this could lead to delays in stipend disbursement or being removed from the role due to federal requirements.</i>
September 9	Agreement begins	RA Agreement begins at 8:00 am
September 9 - 22	Fall Training	Training will occur weekdays from 9:00 am – 5:15 pm each day. RA on-call coverage begins September 12.
September 23 – 26	Unpack the Quack	Move-in & community welcome meetings.
September 25-28	Week of Welcome Activities	Host community welcome meetings, assist with welcome activities and maintain community presence.
November 27-30	Fall/Thanksgiving Break	On-call coverage required*

December 11-13	Fall Closing	RAs are required to close the community, conduct health & safety inspections, and stay on campus past the end of finals due to late check-outs by residents. RAs are released for winter break at 12:00 pm on Saturday, December 13.
December 13 - January 4	Winter Break	On-call coverage required*
January 3-4	Halls reopen	Welcome students back, greet new arrivals and maintain community presence.
March 21-29	Spring Break	On-call coverage required*
June 11-13	Year End Closing	Community walkthroughs & closing tasks
June 13	Agreement Ends	Agreement ends at 12:00 pm
June 13	RA Move-Out	RAs move out of their assigned space by 5:00 pm. <i>Graduating RAs may submit a late stay request until 12:00 pm on Monday, June 15</i>

*Resident Assistants will be randomly placed in on-call shifts during break periods (fall/Thanksgiving, winter, and spring break) RAs will be responsible for working the assigned shift or finding coverage for any of their assigned shifts that they are unable to work. This schedule will be produced by the start of the fall term.