

Student Employee Position Description

Employee Title: Community Assistant

GENERAL POSITION INFORMATION

Position Title:	Community Assistant
Job Category:	(Community Builder)
Position Start Date:	<input checked="" type="checkbox"/> Specific Date: 9/14/2026 <input type="checkbox"/> As soon as possible
Position End Date:	<input checked="" type="checkbox"/> Specific Date: 6/12/2027 <input type="checkbox"/> End of academic year <input type="checkbox"/> Unknown
Is this position eligible for reappointment or extension?	Yes
Department, Unit, or School:	University Housing – Residence Life
Supervisor (if known):	Community Director
Supervisor contact information (if known):	Supervisor’s email will be provided as soon as they are assigned.
Work Location(s):	Community Assistants are assigned to work in a specific residence hall on the Eugene campus.
Expected hours each week/month:	An average of 12-14 hours per week
Hourly Compensation:	<p>This position is not hourly; instead, Community Assistant’s will receive a 65% credit toward the cost of a furnished standard double room in University Housing with a standard meal plan and a roommate. The remaining 35% will be their responsibility, at a consistent rate, regardless of building placement. Candidates who are offered the role will be told their building placement at the time they are offered the role.</p> <p>*RESW Room and Meal Plan Rate (or RESW Rate) varies per academic year and is determined as the most commonly available standard double room rate (with standard meal plan) assignable in the University Housing inventory for the upcoming academic year. Room and meal plan costs are updated annually and advertised as soon as they are determined and approved. Visit https://housing.uoregon.edu/costs for more information</p>

POSITION DETAILS

Program Information:

Department Overview: Our purpose as University Housing is to facilitate students' development as they build an inclusive community, establish a sense of home, and succeed academically. Residence Life, a unit within University Housing, seeks to actively engage in the residential student experience, infusing learning into each student's everyday life. All aspects of Residence Life promote learning in one of five general goals. These learning goals are wellbeing, integrated learning, cultural competence, relationships in community and responsibility. By focusing our work around these learning goals, Residence Life contributes to University Housing's big goal, to become the model of excellence for providing accessible, affordable, and student-centered living-learning experiences—the preferred choice for all UO students. University Housing is dedicated to intentionally creating an organization that actively includes and engages everyone, both generally and with a specific focus on cultural and social identities. Celebrating our diverse community and challenging racism, homophobia, sexism, and other forms of oppression are essential to creating a home where each student can thrive personally, socially, and academically. As an academic community, University Housing is committed to students' education, growth, and learning. We strive to present and honor multicultural perspectives and viewpoints. We expect our staff to challenge students to think critically, socially, and globally about how to create positive changes for a more equitable society. We are also committed to a strong, respectful working environment.

Role Overview: The Community Assistant plays an essential role in Residence Life's approach to building a welcoming, vibrant, and inclusive community for students living on campus. Community Assistants primarily focus on creating events for their assigned community, forming individual connections with residents, referring students to campus resources, and assisting with departmental imperatives and engagement opportunities. This position averages 12-14 hours per week, with flexibility to accommodate peak periods requiring additional time and slower periods requiring less.

Successful candidates are enthusiastic about student engagement, work well both independently and as part of a team, demonstrate strong organizational and critical thinking skills, and are passionate about helping others feel a sense of belonging to flourish while living on campus.

Minimum Qualifications (include all required certifications or trainings):

- Be enrolled as a full-time, degree-seeking student at the University of Oregon
- Have a 2.25* cumulative GPA
- Have lived on-campus at least one term/semester prior OR have attended an institution of higher education post-high school
- Be in good conduct and academic standing with the University of Oregon

Preferred Qualifications (if applicable):

- Successfully pass a background check
 - Be eligible to work in the United States
 - Possess strong interpersonal and communication skills
 - Ability to work both independently and collaboratively in a team setting
 - Demonstrated organizational skills and attention to detail
 - Ability to work with people of different backgrounds and identities
 - Commitment to maintaining confidentiality and adhering to FERPA
 - Being a positive representative for the University of Oregon
 - Flexible schedule; ability to work evenings and weekends as needed
 - Ability to prioritize this role above all other extracurricular or secondary employment
-
- 2.50* cumulative GPA
 - Previous experience in student leadership, peer mentoring, or event planning
 - Knowledgeable of campus resources
 - Experience working with diverse communities or promoting inclusion
 - Experience developing a welcoming and inclusive community
 - Strong active listening
 - Strong critical thinking and problem-solving skills

**Applicants must have a 3.0 GPA to be placed in the Clark Honors College ARC*

ESSENTIAL DUTIES OF THE POSITION

Duties

Community & Individual Engagement

- Create a welcoming and vibrant environment on assigned floor by:
 - Crafting and maintaining door decorations for each resident
 - Creating and maintaining community decorations and signage, as needed or directed
 - Posting and maintaining bulletin boards
 - Planning, organizing, hosting, and assessing bi-weekly events, either individually or with other Community Assistants for their assigned community
 - Preparing and hosting community meetings, including but not limited to: opening, winter break, end of the year, and addressing any community concerns.

- Educating residents on the Community Standards & University Code of Conduct to promote a safe, respectful, and inclusive environment by setting clear expectations and empowering residents to make positive choices
- Residing in your on-campus room a minimum of 4 nights per week; submit time-away requests as directed
- Participating in or initiating additional initiatives that promote harmony and inclusivity on your floor, as needed or directed by Residence Life
- Collaborating with departmental and campus partners on events, as needed or directed
- Form individual connections with residents through:
 - Engaging in spontaneous or scheduled conversations with residents
 - Learning the names of each resident assigned to you within two - four weeks of them moving onto your floor/area.
 - Completing mapping or similar methods of your floor to assist with learning names
 - Conducting room visits- short, friendly check-ins to learn about residents' interests and needs
 - Completing other tasks identified by your supervisor or Residence Life that are centered around forming healthy relationships with residents
- Assist students transitioning to living on campus and the University of Oregon by:
 - Providing active & empathetic listening to students who are struggling, and connecting them to appropriate campus resources
 - Connecting with students who have been identified as needing additional support
 - Providing guidance and support to students navigating roommate conflicts; serving as a neutral conflict mediator for minor-to-moderate roommate conflicts
 - Following up with students who do not meet the minimum number of credits required to live on campus; direct them toward resources to navigate their under-enrollment
 - Connecting and referring students to professional staff, campus resources, or after-hours assistance
- Assist with building-wide or departmental initiatives, including but not limited to:
 - Assisting with move-in, winter break closing, and move-out to ensure residents have a successful and smooth transition with their campus living arrangements
 - Assisting with a community welcome event in the first week of each quarter
 - Assisting with 2-4 department-wide events or imperatives per year

Administrative

- Event Planning & Facilitation
 - Reserve space and supplies for events
 - Create and distribute event flyers while adhering to University and Departmental guidelines
 - Track attendance and gather feedback from events
 - Follow all University purchasing requirements when submitting purchasing requests, shopping for events, and turning in itemized receipts
 - Adhere to all University policies when requesting, distributing, and tracking prize disbursements.
 - Maintain an inventory of programming supplies, as needed
 - Submit event proposals a minimum of two weeks in advance
 - Create, distribute, and interpret assessment tools, as needed
- Assist in the RESW Selection & Hiring process

- Check and respond to all work-related emails or Teams messages from residents, coworkers, supervisor, and campus partners twice daily
- Post approved flyers, check posting areas, and routinely remove expired or unapproved postings
- Attend and participate in all onboarding, training, in-service, weekly staff meetings, and bi-weekly to monthly supervisor 1:1 meetings
- Complete and successfully pass asynchronous training modules or work assignments
- Complete all action items or delegated tasks by the assigned deadline
- Proactively communicate with supervisor when deadlines or other role responsibilities cannot be completed.
- As a Designated Reporter, Campus Security Authority, and Mandated reporter, upon becoming aware, immediately write and submit Incident Reports (IRs) for observed or reported Community Standards and/or Code of Conduct Violations
- Familiarity with all Resources & Forms located within the *My Housing Portal*; assist students submitting these forms, as needed.
- Assist students with submitting Fix-It or ResNet Service Tickets, as needed
- Adhere to all privacy and confidentiality policies outlined by University Policy and The Family Educational Rights and Privacy Act (FERPA)
- Utilize the *My Housing Portal* and Star Rez to access student records and information only for role-related purposes

Customer Service

- Provide accurate information and refer students to appropriate campus resources
- Communicate clearly and respectfully in person, via email, and during events
- Model respectful, inclusive, and responsible behavior to create a welcoming and supportive community.
- Wear your provided nametag and T-shirt while working at all events, and as directed by supervisor(s); must not make any alterations to these materials.
- Adhere to policies and expectations pertaining to student employees at the University of Oregon

ARC & RC Communities

Candidates applying for the Community Assistant role may choose to be considered for one or more of our thematic communities, known as Academic Residential Community (ARC) or Residential Community (RC). These communities offer unique opportunities for engagement and programming tailored to specific student interests and identities. Learn more about these communities here: <https://housing.uoregon.edu/communities#explore>

Applicants who express interest in a thematic community will still be considered for the general Community Assistant role. While all Community Assistants will fulfill the core responsibilities of the position, those placed in thematic communities may have additional or adjusted duties to support the goals and focus of their assigned ARC or RC. Examples of these adjusted or additional duties are:

- Take residents to events hosted by faculty or campus partners connected to your ARC/RC
- Create and maintain themed door decs, community decorations, and resources
- Incorporate talking points and resources into conversations with your residents connected to your ARC/RC
- Plan and host events in the ARC/RC pod for your designated community, as needed or directed by your supervisor

- Take residents to an event that promotes engagement in research
- Take residents to their ARC/RC orientation events during Week of Welcome

Due to the variety and size of these communities, Community Assistants in these roles will support a diverse group of students. This includes residents who are part of Academic or Residential Communities (ARC/RC) as well as general residents who are not affiliated with these programs. Community Assistants should be prepared to foster an inclusive environment that meets the needs of all students on their floor/wing.

SCHEDULING

How often are schedules published?

Other

If “other”, please describe:

This position involves a combination of scheduled and flexible responsibilities. You will be required to attend meetings and host events at predetermined times. Other tasks can be completed at your discretion, as long as they are finished within the designated timeline. The **Important Dates** section outlines all known deadlines and key events. After stepping into the role, your team will collaborate to develop a detailed event schedule each quarter.

When are schedules published?

A minimum of one week in advance

Scheduling Window:

Monday-Friday, 8:00 am to 10:00 pm, and 1-4 weekend events/term

When students may be scheduled to work:

Required Shifts (if applicable):

Important Dates

- Campus Move-in
 - September 23 – 25, 2026
- Week of Welcome Events
 - September 23 – 27, 2026
- Weekly Staff Meetings
 - Tuesdays from 7:30 pm – 9:00 pm (subject to change)
- Winter Break Closing
 - Friday, December 11 – Saturday, December 12, 2026
- Move-Out & End of Year Closing
 - Friday, June 11 – Saturday, June 12, 2027

Dates/Times of Mandatory Trainings or Orientations (if applicable):

- Onboarding Sessions (attend one)
 - April 27, 2026, from 4:00 – 5:00 pm
 - May 6, 2026, from 5:00 – 6:00 pm
 - May 8, 2026, from 4:00 – 5:00 pm
 - May 11, 2026, from 5:30 – 6:30 pm
- Training
 - September 14 – 18; September 21-22, 2026

Is this position eligible for a flexible schedule?	Yes - Partial or limited flexibility
If yes, flexible schedule details:	This position involves a combination of scheduled and flexible responsibilities.
Is this position eligible for a remote schedule?	No
If yes, type of remote schedule:	N/A
Work during academic breaks (Thanksgiving break/Winter break/Spring break):	Based on operational need
Work during summer term:	No
Other scheduling notes:	<p>1) This role is dismissed for winter break at noon on Saturday, December 12.</p> <p>2) Must reside in your on-campus room a minimum of 4 nights per week while classes are in session</p> <p>3) This is a live-in position, meaning you live in the building you are assigned to work in. This means residents may contact you at unexpected times that may result in you needing to provide assistance or redirect them to other staff.</p> <p>4) This role is not hourly; instead, you will work an average of 12-14 hours per week, with flexibility to accommodate peak periods requiring additional time and slower periods requiring less. Weeks such as Move In and training may be up to 40 hours and are not during academic periods.</p>

STARTING REQUIREMENTS	
Trainings or certifications that must be completed prior to beginning work:	N/A

Additional Position Information	
Reappointment Process (if applicable):	Students interested in reappointment will be asked to submit a form and respond to a few questions. Decisions will then be made based on operational need and performance.
After-hours communication required?:	Yes

This position is included in the [University of Oregon Student Workers union](#).

