

Student Employee Position Description Template

Employee Title: Community Safety Assistant

GENERAL POSITION INFORMATION

Position Title:	Community Safety Assistant
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?	Unknown
Department, Unit, or School:	University Housing – Residence Life
Supervisor (if known):	Assistant Director of Residence Life
Supervisor contact information (if known):	Supervisor’s email will be provided as soon as they are assigned.
Work Location(s):	University Housing (inclusive of residence halls)
Expected hours each week/month:	14-18 active hours/week on average
Hourly Compensation:	<p>This position is not hourly; instead, Community Safety Assistants will receive an 85% credit toward the cost of a furnished standard double room in University Housing with a standard meal plan. The remaining 15% will be their responsibility, at a consistent rate, regardless of building placement. Candidates who are offered the role will be told their building placement by the end of the academic year.</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 Safety Assistant position is a live-in leadership position for students at the University of Oregon. Community Safety Assistants (CSAs) work collaboratively with the University Housing Professional Staff members. CSAs serve as role models, peer educators, cultural navigators, and crisis responders to connect students in need to emergency services and/or professional staff. CSAs are essential personnel in University Housing.

Minimum Qualifications (include all required certifications or trainings):

To be considered and to maintain a position, applicants must:

1. Be enrolled as a full-time, degree-seeking student at the University of Oregon with a 2.25 GPA by the time of appointment.
2. Maintain good academic and conduct standing with the university and University Housing.
3. Successfully pass a background check prior to role commencement.
4. Be eligible to work in the United States.
5. Be available for mandatory training and departmental imperatives (dates will be provided in advance of the academic year).
6. Availability to work required evenings, weekends, and break periods
7. Ability to prioritize this role above all other extracurricular or secondary employment

	8. Possess strong interpersonal and communication skills 9. Ability to work both independently and collaboratively in a team setting 10. Demonstrated organizational skills and attention to detail 11. Ability to work with people of different backgrounds and identities 12. Commitment to maintaining confidentiality and adhering to FERPA 13. Being a positive representative for the University of Oregon 14. Strong active listening 15. Strong critical thinking, writing, and problem-solving skills
Preferred Qualifications (if applicable):	<p>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.</p> <p>2.50* cumulative GPA</p> <p>Knowledgeable of campus resources</p> <p>Experience working with diverse communities or promoting inclusion</p> <p>Experience developing a welcoming and inclusive community</p>

ESSENTIAL DUTIES OF THE POSITION

Duties

Serving On-Call: CSAs serve in an on-call rotation during academic terms, break periods, and holidays to support the safety and well-being of residents in their community. While on-call, CSAs hold and answer a provided phone, conduct rounds throughout designated University Housing spaces, have conversations with residents, identify and respond to community concerns, address operational needs after business hours, and respond to and appropriately document incidents or issues as CSAs encounter them.

Supporting Students in Crisis: CSAs hold multiple reporting obligations and will learn how to fulfill these while supporting students. CSAs learn how to address disclosures and incidents of discrimination or harassment, support students through emerging or ongoing mental health concerns, and collaborate with departmental and campus partners to support students in crisis. In these scenarios, the role of the CSA is to be the connection point between the resident and professional services, not to provide treatment or long-term support. CSAs may hold conversations with roommates to de-escalate emergent concerns when necessary.

Educating Residents on Community Standards: CSAs educate residents on the importance of adhering to the residence hall contract and community standards, including having preventative and reactive conversations with residents. CSAs are trained to respond to potential policy violations they

encounter or receive reports about and how to interact with, de-escalate, and document them.

Addressing Facilities and Security Concerns: CSAs 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, Community Safety and Crisis Response Coordinators, or other Housing professional staff as directed.

Administrative Responsibilities: CSAs are responsible for responding to emails and Microsoft Teams, attending supervisory and team meetings as required, completing on-call logs, submitting written incident reports, logging interactions with residents, and other structured operational tasks indicated in training/reference materials or as assigned by University Housing professional staff.

SCHEDULING	
How often are schedules published?	Other
If “other”, please describe:	Once per year
When are schedules published?	2 weeks in advance of first shift
Scheduling Window: <i>When students may be scheduled to work:</i>	<p>CSAs will regularly have tasks assigned to them between the hours of 5 and 8 pm on days when they have not been approved for time away, especially during periods of higher operational need (Health & Safety Inspections, Closing). When operational needs are forecast to require CSA assistance with particular tasks during business hours (such as termly Fire Drills), CSAs who do not have academic scheduling conflicts will be assigned to work.</p> <p>All CSAs will participate in an on-call rotation and will be assigned on-call shifts to meet operational needs during the following times:</p> <p>Sunday – Thursday: 8:00 pm – 8:00 am (12 hours) Friday – Saturday: 8:00 pm – 8:00 pm (24 hours) University Holidays and Break Periods: 8:00 pm – 8:00 pm (24 hours)</p>
Required Shifts (if applicable):	<p>CSAs are required to serve on-call during academic terms, university holidays, and break periods when classes are not in session, subject to operational needs. Frequency of shifts is determined by rotation size and operational need.</p> <p>Operations include but are not limited to:</p> <ul style="list-style-type: none">• Campus Move-in (Unpack the Quack)• Regular Staff Meetings• Annual Health & Safety Inspections• Fire Drills

	<ul style="list-style-type: none"> • Winter Break Closing • Move-Out & End of Year Closing
Dates/Times of Mandatory Trainings or Orientations (if applicable):	<p>CSA Orientation – May 27th, 2026</p> <p>Mandatory CSA Training will take place from September 14th-18th, 2026.</p>
Is this position eligible for a flexible schedule?	No
If yes, flexible schedule details:	Click or tap here to enter text.
Is this position eligible for a remote schedule?	No
If yes, type of remote schedule:	Choose an item.
Work during academic breaks (Thanksgiving break/Winter break/Spring break):	Yes - Required
Work during summer term:	Unknown
Other scheduling notes:	CSAs have the autonomy to swap shifts, as needed with supervisor approval.

STARTING REQUIREMENTS	
Trainings or certifications that must be completed prior to beginning work:	Click or tap here to enter text.

Additional Position Information	
Re-appointment Process (if applicable):	Click or tap here to enter text.
After-hours communication required?:	Yes

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