

Resident Assistant Position Description 2024-2025

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. In their, RAs serve as role models, peer educators, cultural navigators, and crisis responders to get students in need connected 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:
 - a. Spring Onboarding, May 17, 2024, from 1:00pm – 5:00pm
 - b. Fall Training, September 10, 2024, through September 29, 2024
 - c. Winter Training, January 3, 2025

Compensation:

RAs receive a University Housing Dining meal plan and either a furnished single or double room in University Housing. RAs also receive \$1,320, 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

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, 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.

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

Responsibility & Wellbeing

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.

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.

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

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, and submitting written incident reports, logging

conversations/Flock Talks with residents, and other structured operational tasks administered by the Community Director.

Important Dates 2024-2025

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

May 17	Spring Orientation	Hosted from 1:00 pm – 5:00 pm.
September 8 & 9	RA Move-in	Move-in dates & times are subject to change. A finalized timeframe will be provided prior to candidates being offered the role.
September 9	Complete any HR Paperwork	RAs should complete any outstanding HR paperwork as communicated during their onboarding process.
September 10 at	Agreement begins	Contract begins at 8:00 am
September 10 - 24	Fall Training	
September 25 – 27	Unpack the Quack	Move-in & Community Welcome Meetings.
September 28-30	Week of Welcome Activities	Assist with welcome activities & maintain community presence.
November 28-30	Fall Break	On-call coverage required
December 14	Fall Closing	Fall closing until 12:00 pm.
December 14- January 3	Winter Break	On-call coverage required
January 3	Winter Training	Winter renewal training
January 4-5	Halls reopen	Welcome students back, greet new arrivals, and maintain community presence.
March 22-30	Spring Break	On-call coverage required
June 13-14	Year End Closing	Community walkthroughs & closing tasks
June 14	Agreement Ends	Agreement ends at 5:00 pm