2023-24 Resident Assistant Position Description

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 work, RAs serve as role models, peer educators, mentors, and cultural navigators 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. 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 Honor’s College) by the spring term for an appointment
2. Maintain good academic and conduct standing with the university and University Housing.
3. Must not have classes on Tuesday evenings between 6:00 pm and 8:00 pm.
4. Successfully pass a background check prior to their role commencement.
5. Be eligible to work in the United States.
6. Be available for mandatory training on the following dates:
   1. Spring Onboarding (date TBD)
   2. Fall Training, September 11, 2023, through September 25, 2023
   3. Winter Training, January 5, 2024, through January 7, 2024

**Compensation:**

RAs receive a University Housing Dining meal plan and either a single furnished room or double room in University Housing. RAs also receive an $800 stipend, paid in eight equal payments on the last business day of each month, beginning in October and ending in May.

*\*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 close-down. 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**

**Flock Talks:** RAs have structured and unstructured conversations with their residents daily. 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 these conversations daily and alert their supervisors to a community or resident concern/need/want.

**Community Building:** RAs regularly collaborate with their Residence Hall Association (RHA), Faculty-in-Residence, and Faculty Fellows 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 overnight 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 and being available for community concerns after business hours.

**Educating Residents on Community Standards:** RAs learn the importance of the residence hall contract and community standards in creating a sense of safety and well-being for the community and are trained to have educational conversations with residents about violations of the residence hall contract and community standards.

**Managing Roommate Expectations:** RAs learn about conflict escalation, and RAs are trained in mediation when roommate conflicts arise. RAs may have scheduled, impromptu, or group mediations with residents about communication, boundaries, unmet needs, 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.

**Supporting Students in Crisis:** RAs learn how to triage discrimination, harassment, and student mental health to the Community Director and provide support resources to residents experiencing a crisis. Besides the Community Director, RAs work collaboratively with the Office of Advising, the Dean of Students, and University Counseling to support students navigating academic or social disruptions.

**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 121s 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.