Oregon State University Housing and Dining Services
RESIDENT ASSISTANT – Position Description
This document is subject to review and revision.
UPDATED – January 2022

POSITION SUMMARY

Resident Assistants (RAs) are employees of Residential Education, a unit of University Housing and Dining Services (UHDS). Supervised by a Resident Director/Residential Area Director, the RA is expected to work to accomplish the objectives of Residential Education and UHDS and to create and maintain an effective living-learning community within the residence halls and dining centers. The position requires a positive attitude towards RA responsibilities and UHDS and its mission. Overall job effectiveness is tied to the RA's ability to establish and maintain credibility and good rapport with residents, and University faculty and staff.

RAs are responsible for creating an inclusive environment and community through understanding, enhancing, promoting, and celebrating the uniqueness of our student residents and department staff.

RAs play a key role in creating environments that encourage all students to be academically and personally successful. RAs are relied upon to effectively implement department and University initiatives.

RAs are responsible for creating and maintaining emotionally and physically safe and secure residential communities. RAs are called upon to effectively respond to and manage a variety of crisis and emergency situations. RAs play a key role in the UHDS and Oregon State University (OSU) Emergency Management Plan.

As employees of Oregon State University, RAs are University representatives, and are to abide by, federal, state, local laws and University and UHDS policies in their relationships and contacts both on and off the campus throughout the duration of their appointment. RAs, therefore, are expected not to engage in activities on or off campus that jeopardize their credibility as staff members or activities that make the university legally vulnerable.

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, Lesbian, Gay, Bisexual, Transgender & Queer (LGBTQ) community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

A personal and professional commitment to providing excellent customer service and creating inclusive environments is a core value of UHDS. UHDS will provide a transformative on-campus experience that will ENGAGE our students in community, ENRICH their lives, and help them flourish and THRIVE.

DUTIES AND RESPONSIBILITIES

To meet the objectives of Residential Education, the responsibilities and duties of the Resident Assistant position include, but are not limited to the following:

I. **Community Development**

a. Execute and support the Community Development Plan as directed by your supervisor, including but not limited to engaging in role modeling initiatives, having individual conversations with residents, executing community connection initiatives, creating bulletin boards, promoting and upholding community living expectations, and implementing hall specific educational programing.
b. Engage in structured individual conversations with each resident in your assigned community, often requiring you to be persistent in the outreach to set up these interactions.
c. Create and maintain strong positive relationships with the community
d. Identifying and facilitating connections and relationships between residents on the wing/floor
e. Work with your supervisor to determine your community needs to create and execute an action plan utilizing the community building tools
f. Understand the demographic makeup of your residents to support First Year Experience, Upper Division Initiatives, and Living-Learning Community initiatives.
g. Role model academic success and engagement through resident interactions
h. Promote academic initiatives in the community and refer residents to academic resources.
i. Promote and practice social justice values within the community
j. Create a safe space for relationship building across differences
k. Facilitate a process to build community standards among residents
l. Convene wing/floor meetings each term
m. Identify and respond to resident needs through consultation and referral of campus resources
n. Promote, attend, and participate in programming by hall staff, AfterDark, Area Council, and campus wide and hall programming
o. Develop a strong positive relationship with the Area Council representatives/ambassador, Residence Hall Association (RHA), and National Residence Hall Honorary (NRHH).
p. Support and promote wellness strategies for residents in the community and for yourself.
q. Support and promote health and wellness strategies for yourself and the residents in your community.
r. Be accessible on the floor/wing during evening and weekend hours to ensure availability to residents

II. Student Behavior & Crisis Management

a. Confront and report potential policy violations and behavior that is disruptive to the community.
b. Role model behavior expected of students as outlined in the Student Conduct Code and UHDS Policy Guide.
c. Assist residents with developing strategies on how to respond to conflict
d. Communicate expectations of appropriate behavior and University policy information to residents
e. Communicate any incidents and student concerns to supervisor
f. Understand and implement emergency response protocol and procedures
g. Communicate and educate residents on safe practices and the appropriate action to take in the event of an emergency
h. Communicate with the professional staff member on call during crisis response

i. Refer students to appropriate support services as needed
j. Follow up with students after an incident to express care, support, or concern
k. Provide duty and desk coverage as assigned

III. Administration & University-Wide Support

a. Complete bulletin boards and door decorations as assigned
b. Attend and participate in a weekly staff meeting, regular meetings with your supervisor, and any other assigned meetings
c. Complete Duty Logs, Integrated Pest Management Reports, and Incident Reports accurately and in a timely manner.
d. Complete interaction logs summarizing and documenting conversations that you have with residents.
e. Check email twice a day and respond as requested
f. Check staff mailboxes and hang up advertisements
g. Check out items to residents at the front desk
h. Work as support staff during campus and/or UHDS programing including but not limited to: AfterDark, AOD programs, Second Year and Above Kick Off, Welcome Week events.
i. Assist with the recruitment and selection of new student staff members
j. Participate in Hall transitions including room inspections and building cleaning.
k. Participate in all trainings and orientations
l. Facilitate University assessment activities as required
m. Provide feedback in the appropriate time, place, or manner
n. Demonstrate timeliness
o. Complete other tasks as assigned

MINIMUM/REQUIRED QUALIFICATIONS

A successful candidate must:

1. Be a current full time OSU student or degree partnership student with OSU with a cumulative Grade Point Average (GPA) of 2.50 or higher.
2. Maintain good academic and conduct standing with both OSU and UHDS.
3. Successfully pass a Criminal History Check upon hire.
4. Demonstrate the ability to cultivate relationships with diverse groups of people.
5. Demonstrate the ability to engage with others with different experiences or perspectives.
6. Demonstrate the ability to learn about social justice principles and concepts.
7. Demonstrate the willingness to engage in difficult conversations or conflict.
8. Demonstrate strong administrative skills, including effective time management and balancing multiple priorities and commitments.

PREFERRED QUALIFICATIONS

1. Demonstrate understanding of social justice principles and concepts.
2. Demonstrate commitment to diversity and social justice education, initiatives, and programs.
3. Demonstrate crisis management skills.

TERMS AND CONDITIONS

In addition to the duties outlined in this position description, RAs must abide by the following terms and conditions. Failure to abide by any term and condition may result in termination:

I. The Resident Assistant position is a one-a year student leadership opportunity. The employment period is for one full academic year (Fall, Winter, and Spring terms).

II. GPA and Student Status
   a. RAs are required to meet full time student status. Given the time commitment needed to complete job responsibilities, enrolling in more than 16 credit hours requires prior approval from your supervisor.
   b. All UHDS student staff members are expected to stay in good academic standing (2.0 term and cumulative GPA or higher) with Oregon State University. Failure to do so may result in removal from the student staff position.
   c. Resident Assistants are expected to maintain the additional minimum qualification of a 2.5 term and cumulative GPA. Failure to do so may result in employment warning, probation, or removal from the RA position.

III. Meeting, Duty, and Training Requirements
   a. RAs are required to successfully complete all required training sessions prior to and during service, including in-person trainings prior to the start of each term, supplemental trainings during the academic year, and online trainings.
   b. Fall Training may begin as early as **September 6, 2022** and lasts until first day of classes on **September 21, 2022**. All RAs are expected to participate in fall training in its entirety. Students interested in taking summer courses will be expected to plan their schedule around all training sessions.
   c. Winter Training may begin as early as **January 7, 2023** and may last throughout the winter term during regular schedule staff meetings. Students should expect to return early from winter break to participate in winter training sessions and duty.
   d. RAs may not schedule classes or other commitments on ***Tuesday evenings from 5:30-9:00 pm*** to allow for team meetings and in-service training sessions. If a class during this time is absolutely needed to complete graduation requirements, please consult with your supervisor as soon as possible for approval.
   e. RAs may be assigned to duty shifts while classes are not in session, and on holidays when OSU is closed (Thanksgiving Break, Winter Break, Spring Break, etc).
   f. RAs are expected to be present for University Move-In days in the Fall, Winter, and Spring term.
   g. RAs are expected to be available for hall transition and closings at the end of each term. Staff should expect to stay on campus until noon on the Saturday after finals for Fall and Winter Terms, and may be asked to stay as late as noon on Sunday after Spring Term finals.

IV. The university allows student employees to work on campus for 20 hours per week. The RA position is classified as a 15-hour-a-week commitment on average. Therefore, RAs may be permitted to work up to 5 hours per week on campus outside of the RA role. Other employment, assistantships, and/or campus involvement requires and advance discussion and approval from supervisor, and should be considered secondary to RA duties.

V. Any overnight absences from campus must be cleared in advance with your supervisor.

VI. RAs may be expected to be on campus and on duty during all-campus event weekends, as assigned by the Director of Residential Education, including but not limited to:
   a. Welcome Week and the weekend before first full week of Fall Term

b. Halloween Weekend
c. Homecoming Weekend
d. Fall & Spring Family Weekends
e. The weekends prior to Finals Week (all terms)
f. Beaver Open House Day
g. Home Civil War Football Game Weekend
h. The weekend after Finals Spring Term

VII. Exceptions to the above responsibilities of the Position Description may be approved at the discretion of the Director of Residential Education or the Residential Leadership Team.

WORKING CONDITIONS

Typically, RAs work in a positive residence hall environments. While there are routine commitments, the RAs often encounter unpredictable and dynamic work schedules. The RA position routinely works indoors and most often during evenings and weekends. Occasionally, RAs encounter the following circumstances:

1. Addressing high-risk medical and emergency situations.
2. Experiencing periods of high stress when responding to student crises with a potential to cause secondary traumatic stress.
3. Communicating with members of the OSU community and the public, some of whom may be hostile.
4. Lifting up to 10 pounds, and rarely up to 70 pounds.

COMPENSATION & BENFITS

1. RAs receive a residence hall room. RAs may be assigned roommates on a temporary basis as part of the UHDS Temporary Housing Plan.
2. RAs receive a Student Staff meal plan for Fall Term (14 weeks including Training and Welcome Week), Winter Term (11 weeks), and Spring Term (11 weeks).
3. RAs receive a $300 per term stipend.

Please Note: The RA position could affect your financial aid package. Check with your financial aid counselor for information on your specific circumstances.

The RA is an “At Will” employee. As such, the employee, or UHDS may terminate the position at any time.