

Position Title: Resident Assistant

Department: University Housing

Date: Approximately September 1 – June 15, Annually

Compensation: Room and meal plan, plus \$100/month stipend.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff. Job Announcements and interview questions will be developed from the information in this job description.

Position Summary:

Resident Assistants are members of the University Housing staff and, as representatives of the University, are expected to act accordingly at all times. To accomplish position related tasks, the resident assistant will be expected have knowledge of campus resources; the ability to establish good rapport; and the ability to work cooperatively with other members of the University Housing staff.

Specific Duties/ Expectations of the Position:

- Build rapport and become acquainted with each student within the community to provide assistance.
- Observe general behavior and relationships of residents and groups.
- Develop balanced and appropriate relationships with residents, staff members, and others.
- Set the best possible example by your own actions.
- Help residents know and understand policies and procedures, confronting policy violations when needed.
- Support the activities and actions of Hall Governments or the Arbor Park Activities Committee
- Complete administrative and event responsibilities.
- Respond to resident crisis and application of critical thinking skills
- Participation in provided trainings, meetings, and all other development opportunities
- Meet weekly with supervisor for advisement, updates and position review
- Other duties as assigned

Requirements of the Position:

- Good communication and customer service skills
- The ability to work in group settings and with individuals on a one-to-one basis
- Ability to troubleshoot problems and respond appropriately to issues
- Ability to respond to emergency situations
- The ability to communicate professionally, in writing and verbally
- Understanding of campus resources
- Organized with the ability to prioritize and balance many different tasks
- Submitted application
- Be at least three months separated from your high school graduation date
- A cumulative and term GPA of 2.5 or higher and enrolled as a full-time student (12 or more credits)
- Completion of the University Housing Spring Leadership class (ICS 301) with a minimum of a C+
- Current Adult CPR, AED and Standard First Aid training from a nationally accredited organization is required before work can begin\
- Final candidates will be required to pass a criminal background check to take position

Learning Outcomes and Goals:

- Communication skills; Professionalism/Work Ethic; Management and Leadership Skills; Customer service and interpersonal skills; Resourcefulness and the ability to synthesize information; Time management and the ability to plan, organize, and prioritize work; Critical Thinking and Cognitive Reasoning, Initiative Skills; Building and fostering collaborative relationships in a diverse workplace

Working Conditions:

- Ability to lift 45 pounds regularly; Ability to bend, stoop, kneel, stretch and reach; Ability to walk and stand or sit for extended periods of time.

Other Information:

- This is a temporary work position that begins around the beginning of September and lasts through mid-June. The position is subject to renewal prior to each academic year.
- Unless approved by your Supervisor and the Associate Director of University Housing, additional outside employment is not permissible.
- University Housing is a 24-hour operation and will require work on holidays and weekends
- In case of inclement weather when classes are cancelled, employees may be expected to report to work