

**Position Title:** Senior Resident Assistant

**Date:** Approximately September 1 – June 15, Annually

**Department:** University Housing

**Compensation:** Additional \$50/month stipend in addition to Resident Assistant compensation.

*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:**

Senior 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 senior 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:**

- All position duties/expectations outlined in the Resident Assistant position description.
- Provide guidance during evening hours for other Resident Assistants carrying out their position responsibilities.
- Working with the Professional Staff member assigned to the building, plan and provide team development activities for the staff.
- Recruit and retain members to serve on the Residential Conduct Board.
- Serve as facilitator and Ex Officio (speaking, non-voting) member on the Residential Conduct Board for incidents that did not occur in the building in which you have been assigned.
- Other duties as assigned

**Requirements of the Position:**

- All position requirements outlined in the Resident Assistant position description.
- Be a current resident assistant that has been selected to return to the Resident Assistant position.
- 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 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