

Oregon State University Housing and Dining Services
RESIDENT ASSISTANT – Position Description
This document is subject to review and revision
Updated September 2008

Resident Assistants are employees of the department of University Housing and Dining Services (UHDS) and the Division of Student Affairs. As a member of the Residential Education Staff, the Resident Assistant (RA) is expected to strive to accomplish the primary objectives of the department of University Housing and Dining Services and to help create and maintain an effective living/learning community within the residence halls, dining centers, and cooperative houses. The position requires good judgment, energy, commitment, caring, self-discipline, knowledge of campus resources, and sensitivity to racial and cultural diversity, and most importantly common sense. The position also requires a positive attitude towards RA responsibilities and the UHDS department 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.

Resident Assistants wholly support University Housing and Dining Services. In particular, Resident Assistants support departmental Academic Success Initiatives, Residential Maintenance and Facilities staff, Dining Services, and strive to maintain a flexible, customer-focused outlook to their work.

A Resident Director supervises Resident Assistants. As employees of Oregon State University, RAs are university representatives, and are to abide by university policies, state, federal, local laws, 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.

Resident Assistants must be committed to the development of a multicultural community in the residence halls and at Oregon State University. They are expected to affirm and uphold university policies that help create and maintain non-discriminatory campus and living group environments. Resident Assistants must be active in pursuing self education regarding multiculturalism, sexism, racism, gender, lifestyle, sexual orientation, and disability.

Working Conditions

Typically, RAs work indoors in positive residence hall environments. The RA position is routinely a night and weekend role. Occasionally RAs encounter the following circumstances:

1. Lifting up to 10 pounds, and occasionally up to 70 pounds
2. Effectively communicating with members of the public, some of whom may be hostile
3. Having an unpredictable and dynamic work schedule/setting
4. Requires an ability to deal calmly with high risk medical and emergency situations following standardized procedures
5. May have to manage/lead large groups, outdoors and indoors, in all weather at all hours, in both routine and emergency situations

Terms and Conditions of Employment

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

1. Successful completion of all required training sessions prior to and during service, particularly spring and fall training sessions (fall training typically begins on, or immediately following Labor Day weekend).
2. University Housing & Dining Services is the primary employer/extra-curricular activity. Other employment, assistantships, campus involvement requires serious consideration and advance discussion and approval with the supervising Area Complex Director, and should be considered as secondary to RA duties.

3. RAs are required to meet full time student status. Consider in advance the maximum load that realistically could be handled in conjunction with position duties. Enrolling for more than 16 credit hours require prior approval from the supervising Area Complex Director.
4. Undergraduate students are expected to maintain a minimum cumulative and term GPA of 2.50. Graduate students must remain in good standing with the Graduate School. Failure to do so may result in removal from the resident assistant position.
5. Be accessible during evening hours as scheduled unless special arrangements for time away are made with the Resident Director. Do not schedule any classes or other commitments on Tuesday evenings from 6:00 – 10:00PM to allow for team meetings and in-service training sessions.
6. Clear any weekend absence from campus or any special situations in advance with the Resident Director.
7. Resident Assistants may be expected to be on campus during all-campus event weekends, as assigned by the Director of Residential Education.

Examples of All Campus Event Weekends:

- i. Weekend between Connect Week and the First Day of Classes Fall Term
- ii. Dad's and Mom's Weekends
- iii. The weekends between Dead and Finals Week all terms
- iv. Homecoming Weekend
- v. Beaver Open House Day
- vi. Home Civil War Football Game Weekend
- vii. The weekend after Finals Spring Term

Responsibilities and Duties

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

1. Be accessible during evening hours as scheduled. Do not schedule any classes or other commitments on Tuesday evenings from 6:00 – 10:00 PM to allow for team meetings and in service training sessions.
2. Attend and Participate in weekly hall staff meetings on Tuesday evenings scheduled between 6:00 PM and 10:00 PM.
3. Develop and maintain positive relationships with all residents.
4. Assist residents with personal and academic questions or concerns.
5. Promote discussions among residents in matters of policy, courtesy, quietness, academic success, and the general welfare and standards of the living group.
6. Convene floor meetings at least three (3) times per term and meet relationship and community development requirements as stipulated by Resident Director.
7. Actively participate in and mentor hall and floor student government groups as stipulated by Resident Director.
8. Attend community and all-hall meetings as required by Resident Director.
9. Meet regularly with the Resident Director. Use Audix, email, phone, in-person, and written communication as needed and directed. Resident Assistants are required to check Audix and Onid Email at least once daily and respond as requested in a timely manner.
10. Perform administrative tasks and recordkeeping as assigned. These tasks include, but are not limited to:
 - a. Writing General Report Forms
 - b. Completing a nightly duty log (on duty nights only)
 - c. Logging programs in online programming log
 - d. Checking staff mailboxes and hanging up advertisements
11. Facilitate UHDS and Residential Education assessment activities as directed.
12. Participate in marketing and orientation activities (Beaver Open House, Spring Visits, Connect Week, etc) as directed by the Residential Education Leadership Team, Resident Directors, UHDS Marketing Staff, and the OSU Student Orientation And Retention Office (SOAR).
13. Participate in spring training and staff orientation activities, which may include the following:
 - a. Duty Rounds and Orientation in tentatively assigned hall.
 - b. Periodic meetings with new and returning staff members in tentatively assigned hall.

- c. Various training sessions and independent assignments.
 - d. CSSA 406 as required of new hires
14. Actively participate in all training programs as required.
 15. Assist with the recruitment and selection of new staff members throughout the academic year.
 16. Understand, abide by, and philosophically support the guidelines for student behavior in the "UHDS Policy Guide" and "Student Conduct Regulations." Communicate expectations of appropriate behavior and policy information to residents.
 17. Understand, support and adhere to unit policies and procedures relating to:
 - i. UHDS Room Entry Policy and Procedure
 - ii. Sexual Assault Response
 - iii. Emotional Crisis response
 - iv. Fire/Evacuation/Emergency response
 - v. Key/Access device security
 - vi. Confidentiality/FERPA
 - vii. Consensual Relationships
 - viii. University Computer/Network Acceptable Use Policy
 - ix. Residential Education "Cycles of Supervision" document
 - x. Staff Assessment Process and Evaluation Criteria
 18. Care front inappropriate behavior when it occurs and take necessary follow-up measures (including completing written documentation and follow up conversations within 24 hours of occurrence).
 19. Have knowledge about university and department organizational structure to the extent that residents' questions can be readily answered or referred.
 20. Serve on at least one department workgroup.
 21. Assist with providing Duty Coverage during break periods in Continuous Operation Halls.
 22. Be aware of early signs of problems and work with department and university staff to implement preventative and remedial measures.
 23. Provide duty coverage at the residence hall office as assigned by the Resident Director.
 - a. Evening Duty is generally 7 PM – 8 AM, during which time the RA must be in the hall and available to students. Adjusting Evening Duty to meet the needs of the individual community is the prerogative of the Resident Director.
 - b. RAs generally staff a lobby reception desk from 7 PM – 10 PM, however each hall may have different requirements. Many Resident Directors require staffing of lobby reception areas until 1 AM on nights of higher anticipated activity; while staffing the lobby reception area, administrative tasks assigned by the Resident Director and other UHDS department staff will have priority over personal tasks.
 - c. RAs are required to assist with the maintenance of hall records and correspondence as directed by the Resident Director.
 - d. Weekend Duty consists of being on campus and available via cell phone during daytime hours and available via standard evening duty procedures during evening hours.
 - e. Assist with residence hall room check-in, vacation room checks, and checkout as assigned by Resident Director. This requires RA staff to be the last people to leave their buildings and the first ones to return for vacation periods.
 24. Anticipated RA break and return times will be released by October 1.

Additional Terms and Conditions of Employment – Senior Resident Assistant

In addition to the duties outlined in the position description, Senior Resident Assistants must abide by the following terms and conditions. Failure to abide by all terms and conditions may result in termination:

Undergraduate students must maintain a minimum term GPA of 2.50. Graduate students must remain in good standing with the Graduate School.

Additional Responsibilities and Duties - Senior Resident Assistant – Subject to Revision

Senior RAs in addition to the Resident Assistant Responsibilities will complete the following duties:

1. Support the value of creating a compelling learning environment by providing an ongoing academic success program that occurs regularly during at least 7 weeks of the term, every term. (I.e. weekly study tables, bringing in faculty to the building, connecting with academic partner(s) in residence, etc.)
2. Assist the Resident Director with hall administrative tasks (including but not limited to):
 - a. RMS entry
 - b. scheduling RA on duty rotation
 - c. tracking staff away time
 - d. organizing and logging programs for programming log
 - e. serve on a workgroup all year long
 - f. help RD with budgeting and expense worksheet entry
 - g. maintaining organization and cleanliness of front desk
3. Assist the Resident Director with the advising of the Hall Council (including but not limited to):
 - a. Organizing and advising hall elections
 - b. Assisting with 1 on 1 meetings with hall council members
 - c. Attendance at all hall council meetings unless excused by the RD
4. Submit at least one OTM (Of the Month) each month.
5. Develop and distribute a weekly informal hall newsletter that is approved by the RD
6. Organize and administer one staff development activity per month at the discretion of the RD.
7. Other hall administrative duties as assigned.

Compensation:

1. Residence hall room: RAs may be assigned roommates on a temporary basis as part of the UHDS Temporary Housing Plan.
2. R.A.s - Premium Meal Plan for Fall (14 weeks including Training and Connect), 11 weeks Winter and Spring Terms - \$65.00 per week
3. Senior RAs Receive the Ultimate Meal Plan for Fall, Winter, and Spring Terms - \$88.00 per week
4. \$150.00 Stipend per term for both RA and SrRA positions.

Please Note: The RA position could affect your financial aid package, typically in the following way. Check with your financial aid counselor for information on your specific circumstances. Financial Aid is required by the US Department of Education to include RA compensation as part of a student's financial aid package. However, it cannot be counted against a student's "entitlement" monies (Pell Grants and Need Grants.)

The RAs cost of attendance is reduced by the budget figure that Financial Aid uses for Room and Board. With the reduction in cost of attendance, Financial Aid is required to reduce the amount of the student's aid package. They do so in the following order: Loans, Work Study, and then grants. Need Based and Pell Grants are an "entitlement" and are never removed from a student's package.

Current tax law interpretation indicates that the room and board portion of the RAs compensation is considered a "convenience to the employer" and, as such is non-taxable income. The Resident Assistant is an "At Will" employee. As such, the employee, or UHDS may terminate the position at any time.

By signing below, I indicate that I have read and understand the position description.

Signed Name

Printed Name

____/____/____
Date