

**Summer Resident Assistant
Office of Residence Life**



JOB DESCRIPTION

The Summer Resident Assistant (RA) at the University of Portland is an important member of a residence hall staff team which is charged with providing guidance and support for all residential students in the summer residence hall. The University lives out its mission of teaching and learning, faith and formation, service and leadership, nowhere better than in its residence halls. It is in these communities that we promote mutual respect, faith development, and service to fellow hall members and the University community at large. The RA will assist in the development of a positive community environment, will invest in the lives of students both educationally and spiritually, and be a leader in the hall community through a ministry of presence and role-modeling. This position reports to the Summer Hall Director.

Job Summary:

ESSENTIAL JOB FUNCTIONS OF THE POSITION

May include any and/or all of the following:

Community Development

- Under the direction of the Summer Hall Director, assist in developing a culture of inclusive community and communal responsibility within the summer residence hall that promotes the academic, social, and spiritual components of Holy Cross residentiality.
- Establish rapport with residents, engage with them through daily interaction, and provide a consistent presence as a role model and information resource.
- Understand University policies and procedures, educate students, and consistently enforce regulations as outlined in the student code of conduct, *Life on the Bluff*. All staff members are expected to show leadership by the example of their personal lives.
- Assist in the planning of programming and community events in the hall. Attend all-hall programs and weekly celebration of Mass.
- Assist residents with academic, social, spiritual, and personal needs or matters. Be aware of campus resources and referral channels available to students.

Hall Operations & Administration

- Maintain regular on-call duty hours in rotation with the resident assistants staff, including weeknight and weekend duty and respond to problems and concerns brought forward by residents.
- Respond to and manage crisis situations through immediate action, sound judgment, and appropriate referrals.
- Mediate conflicts and resolve issues between roommates or members of the community.
- Assist with building and safety issues, including submitting maintenance requests in a timely manner, and develop a positive and productive relationship with maintenance and custodial staff in the hall.
- Keep hallways and common spaces neat, orderly, and attractive.
- Attend and actively participate in summer hall staff training.
- Meet with the Summer Hall Director for individual one-on-one supervisory meetings to discuss job responsibilities, floor/wing concerns or accomplishments, students of concern.
- Attend all weekly staff meetings.
- Conduct floor meetings throughout the summer, as outlined by the Summer Hall Director
- Complete administrative paperwork and tasks by assigned deadlines.

- Assist with preparation of check-ins, check residents in to their rooms, check residents out of their rooms, conduct room walk through, and complete room condition related paperwork and tasks. Check in and check out dates include (additional one-off check in and out dates may also arise):
 - May 7 (move-in for May interim)
 - May 12 (Session 1 move-in)
 - June 10 (move in)
 - June 22 (Session I move out)
 - June 24 (Session II move in)
 - July 6 (8-wk move out)
 - August 3 (Session II move out)
 - August 10 (2nd 8 wk move out)
 - August 18 (move out for all)
- Other projects and duties as assigned by Summer Housing Manager or management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have prior experience living in University of Portland residence halls.
- Experience related to or exhibited aptitude in advising, community development, faith development, educational programming and conflict resolution is essential.
- Excellent oral and written communication skills and leadership skills required.
- Must have superior interpersonal skills and be able to develop effective rapport with a variety of personalities.
- Must be available to work nights and weekends for assigned hall duty and to respond to critical situations.

MINIMUM QUALIFICATIONS

- Priority given to applicants with academic year RA experience.
- Must be a junior or above and enrolled as a student in good standing with the University of Portland during the duration of their employment. RAs must maintain a semester GPA of 3.0 and not exceed 18 credits per semester. RAs whose GPA fall below this may be put on probation or released from their position.
- Employment is for the entire summer beginning with May Interim hall opening (May 7) and concluding with the completion of tasks related to end of the August Interim semester hall closing (August 18).
- Must be willing to commit a significant portion of time to both position responsibilities and academic study. It is important for RAs to be present to their communities during evening and weekend hours. Therefore, RAs may not be employed in another job or participate in major extracurricular/co-curricular activities without the approval of their Summer Hall Director. A waiver of five hours of additional on-campus employment may be available by special petition to the Associate Director for Housing.
- Complete the American Red Cross or American Heart Association Standard First Aid and the American Red Cross or American Heart Association CPR classes by May 1 and hold a current certification throughout period of employment.

COMPENSATION

- Room and board scholarship during the period of employment. When available, RAs will be assigned a double room at single occupancy.