

**Resident Assistant
Office of Residence Life**



JOB DESCRIPTION

The 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 assigned residence hall. The University lives out its mission of teaching and learning, faith and formation, and 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 will be a leader in the hall community through a ministry of presence and role modeling. This position reports to the Hall Director of the assigned residence hall.

Job Summary:

ESSENTIAL JOB FUNCTIONS OF THE POSITION

May include any and/or all of the following:

Community Development

- Under the direction of the Hall Director, assist in developing an inclusive community and a culture of communal responsibility within the assigned 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. Support the development of signature events and traditions unique to each community.
- Attend weekly celebration of Mass and assist with other spiritual activities, such as the annual hall retreat, co-sponsored with Campus Ministry.
- Recruit and actively support residents for hall leadership opportunities, including hall council, Ambassador leaders, weekly hall Mass involvement, and retreats.
- 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 assistant staff, including weeknight and weekend duty during fall and spring semester 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 hall staff training, development, and formation, including August leadership development training, January hall staff retreat, ongoing training opportunities, staff retreats/days away, and spring training for newly hired staff.
- Meet weekly with the Hall Director for one-on-one supervisory meetings to discuss job responsibilities, floor/wing concerns or accomplishments, and students of concern.
- Attend all weekly staff meetings.

- Conduct floor meetings throughout the year, as outlined by the Hall Director.
- Complete trunk room hours at the beginning and end of each semester as per Hall Director's instruction.
- Complete administrative paperwork and tasks by assigned deadlines.
- Other projects and duties as assigned by Hall Director or management, including participation in the fall staff evaluation process and/or the spring staff selection process.

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

- 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 falls below this may be put on probation or released from their position.
- Employment is for a nine-month period beginning with fall training and concluding with the completion of tasks related to end of the year hall closing. During breaks, RAs are required to be present until the vacation period officially begins and return by the time it officially ends. RAs will return to campus early during winter break to fulfill training expectations. Both semesters, RAs must stay until the day after the last residents leave the building.
- 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 Hall Director. A waiver of five hours of additional on-campus employment may be available by special petition to the Director of Residence Life.
- First-year RAs will be required to enroll in a one-credit leadership course titled LDR 392 – Residential Learning and Leadership. This course will complement RA training, reflection, and formation. Two sections of this course will be offered during Fall semester. There is no program fee or textbook rental fee associated with this course.

COMPENSATION

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