**Student Support Services- Resident Assistant**

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**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents: 1) A Resume/Vita 2) A cover letter indicating how your qualifications and experience have prepared you for this position. For additional information please contact: Desiree.Ness@osucascades.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Note: All job offers are contingent upon Human Resources final approval. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

**Position Details**

**Position Information**

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| **Position Title** | Student Support Services |
| **Job Title** | Student Support Services- Resident Assistant |
| **Appointment Type** | Student Employee |
| **Job Location** | Bend |
| **Position Appointment Percent** | 50 |
| **Appointment Basis** | 12 |
| **Min Hourly Rate** | \* |
| **Max Hourly Rate** | \* |
| **Position Summary** | This recruitment will be used to fill two part-time (a maximum of 20 hours per week) Student Unit Pay- Resident Assistant positions for OSU-Cascades in Bend, Oregon.  Resident Assistants (RA’s) are employees of Residential Education, a unit of University Housing and Dining Services (UHDS). Supervised by a Resident Director, the RA is expected to work to accomplish the objectives of Residential Education and UHDS and to create and maintain an effective living-learning community within the residence halls and dining centers. The position requires a positive attitude towards RA responsibilities and UHDS 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.  RA’s are responsible for creating and maintaining emotionally and physically safe and secure residential communities. RA’s called upon to effectively respond to and manage a variety of crisis and emergency situations. RAs play a key role in the UHDS and Oregon State University – Cascades Emergency Management Plan.  RAs play a key role in creating environments that encourage all students to be academically and personally successful. RAs are relied upon to effectively implement department and University initiatives.  As employees of Oregon State University-Cascades, RA’s 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. RA’s, 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.  COMPENSATION Residence hall room. RAs may be assigned roommates on a temporary basis as part of the UHDS Temporary Housing Plan. All RAs receive a RA Meal Plan for Fall Term (14 weeks including Training and Welcome Week), Winter Term (11 weeks), and Spring Term (11 weeks). RAs receive a $150 per term stipend. |
| **Position Duties** | Community Development a.Facilitate and support the Community Development Plan as directed by your supervisor, including but not limited to engaging in intentional conversations with residents, creating bulletin boards, and executing outcomes based programming. b.Engage in structured individual conversations with each resident in your assigned community, often requiring you to be persistent in the outreach to set up these interactions. c.Create and maintain strong positive relationships with residents and staff in the community through consistent individual resident check ins, group interactions, and events d.Identifying and facilitating connections and relationships between residents on the wing/floor e.Promote academic initiatives in the community and refer residents to academic resources. f.Role model academic success and engagement through resident interactions g.Identify and respond to resident needs through consultation and referral of campus resources h.Create a safe space for relationship building across differences i.Facilitate a process to build community standards among residents j.Convene wing/floor meetings each term k.Be accessible on the floor/wing during evening and weekend hours to ensure availability to residents l.Work with your supervisor to determine your community needs to create and execute an action plan utilizing the community building tools m.Understand the demographic makeup of the wing/floor n.Promote and practice social justice values within the community o.Develop ways to support personal well-being p.Promote, attend, and participate in the student staff and campus wide programming in your hall q.Work as support staff during campus programming as directed r.Develop a strong positive relationship with the Hall Council and, Student Life, and ASCC.  Administration & University-Wide Support a.Attend and participate in a weekly staff meeting, regular meetings with your supervisor, and any other assigned meetings b.Complete Duty Logs and Incident Reports appropriately and accurately c.Complete interaction logs summarizing and documenting conversations that you have with residents. d.Check email twice a day and respond as requested e.Check staff mailboxes and hang up advertisements f.Complete bulletin boards and door decorations as assigned g.Report one-on-one resident interactions and community-wide programming as directed h.Participate in Hall Opening, Quarterly Transitions, and Closing i.Participate in all trainings and orientation j.Check out items to residents using through the eTrak software k.Demonstrate timeliness l.Provide feedback in the appropriate time, place, or manner m.Facilitate University assessment activities as required n.Assist with the recruitment and selection of new student staff members o.Complete other tasks as assigned  Student Behavior & Crisis Management a.Confront potential policy violations and behavior that is disruptive to the community b.Assist residents with developing strategies on how to resolve conflict c.Encourage residents to practice safety strategies d.Understand, abide by, and support the Student Conduct Code and all UHDS Policies e.Communicate expectations of appropriate behavior and University policy information to residents f.Communicate any incidents and student concerns to supervisor g.Understand and implement emergency response protocol and procedures h.Refer students to appropriate support services as needed i.Communicate with the professional staff member on call during crisis response j.Communicate with residents the appropriate action to take in the event of an emergency k.Provide duty and desk coverage as assigned l.Follow up with students after an incident to express care, support, or concern |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | Demonstrate the ability to cultivate relationships with people. Demonstrate the ability to respond to conflict. Demonstrate an understanding or open-mindedness to social justice. Demonstrate the ability to complete administrative tasks in a timely manner.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. |
| **Preferred (Special) Qualifications** | Demonstrated commitment to diversity and social justice education, initiatives, and programs. Demonstrated crisis management skills. Previous experience in leadership opportunities either on or off campus. |
| **Working Conditions / Work Schedule** | RAs may be assigned to duty shifts while classes are not in session, and on holidays when OSU is closed (Thanksgiving Break, Winter Break, Spring Break, etc). Break duty entails being in the building with the phone 24 hours a day with 30 minute breaks to get food. RAs are responsible for Hall Opening and Closing and have to stay on campus until the Saturday after finals for Fall and Winter Terms, and may be asked to stay as late as the Sunday after Spring Term finals. RAs, on average, are required to work 15 hours a week. Therefore, RAs are allowed to work up to 5 hours per week on campus outside of the RA role. RAs may be expected to be on campus and on duty during all-campus event weekends, as assigned by the Director of Residential Education, including but not limited to: a. Welcome Week and the weekend before first full week of Fall Term b. The weekends prior to Finals Week (all terms) c. The weekend after Finals Spring Term |

**Posting Detail Information**

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| **Posting Number** | P03267SE |
| **Number of Vacancies** | 2 |
| **Anticipated Appointment Begin Date** | 04/01/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 02/14/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 06/30/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / Student - open to ALL qualified/eligible students |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A Resume/Vita  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  For additional information please contact: Desiree.Ness@osucascades.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  Note: All job offers are contingent upon Human Resources final approval.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* Creating inclusive environments is a core value of UHDS. Tell us about a time when you practiced open-mindedness or curiosity about another person’s experiences, identities, or values that are different from your own.

(Open Ended Question)

1. \* Give a specific recent example of a time when you experienced conflict. How did you manage the conflict, and was there a resolution? How would you help residents navigate conflict if you were a resident assistant?

(Open Ended Question)

1. \* As an RA, you are tasked with building a community through one on one interactions. Tell us about a time when it was important to build a relationship or rapport with someone. What did you learn and how would you apply this to the RA position?

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**