Greetings!

We are excited that you are interested in working in the Resident Assistant position and serving the students living on Pacific University’s campus. Thank you for considering the unique opportunities for personal growth and leadership development available in this dynamic role.

Please take the time to read through the following pages carefully. This packet includes a position description, important employment dates, estimated time commitments, and an in-depth look at RA programming. All RA applicants will use the 2015 Resident Assistant Application, which is available on our website http://www.pacificu.edu/about-us/offices/residence-life/ra-applications. This packet includes a checklist for all required application materials on page five to help you keep track of the multiple requirements, including submitting an application, resume, and essays.

Please make note of the following important details:

• Applications must be received no later than Friday, February 20, 2015 at 5:00 p.m. You may turn in your application at the Student Life office front desk in the University Center or electronically to reslife@pacificu.edu.
• Applicants will be asked to participate in both an individual interview and group interview on Friday, March 6 and/or Sunday, March 8 by appointment.
• Candidates will be contacted by email with hiring decisions around Friday, March 13.

If you have questions or need assistance along the way, please contact Megan Rice, Search Committee Chair. We look forward to getting to know you better!

Sincerely,

The Residence Life Paraprofessional Selection Committee

About the Departments of Housing & Residence Life:

Our mission is to exist as an integral part of the educational program and academic support services of the institution. As housing professionals we strive to provide students with a residential community which is reasonably priced, clean, attractive, well maintained, comfortable, safe and healthy. The residential community will enhance learning, promote maturity and academic success, enable students to develop social/civic responsibility and provide an environment that is open and respectful of individual differences. Our core values include community, leadership, sustainability, and academic connections.
General Description of Position

The Resident Assistant (RA) is a paraprofessional (or a student staff member), a University leadership position, and a personal development opportunity. Successful candidates assume all three roles with a commitment of personal integrity, social skills, and time. RAs must positively represent the University and be excellent role models; apply good planning, leadership, communication, and helping skills; and, prioritize the RA position just as they would any other work experience. RAs are supervised by a full-time, professional, live-in Area Coordinator (AC).

Each RA lives on a floor/wing of approximately 25-55 students and is responsible to that floor/wing to help develop community. RAs fulfill this responsibility by building genuine, caring relationships with other students; creating activities that foster interaction among students; and helping students to understand the impact their choices/behaviors have on the community.

Essential Functions and Major Responsibilities

Community Development and Leadership

• Be regularly available and accessible to students in the residence hall.
• Develop rapport with residents, such as knowing each by name, through demonstrating respect, positive regard, and fairness towards all residents.
• Conduct community meetings as needed or as directed by supervisor to disseminate information, plan community activities, or resolve disputes.
• Know and adhere to all University policies, especially those pertaining to Housing and Residence Life.
• Educate students about the impact their choices have on themselves and community members. Encourage students to assume responsibility for their choices, and to help hold each other accountable.
• Plan social and educational events for assigned floor/wing as required in the programming model or as directed by your AC. Involve residents in the planning of such activities when appropriate.
• Create informational or educational bulletin boards, door decorations, and signs that foster a sense of community.
• Encourage and promote resident participation in residential government leadership opportunities, including hall councils and Residence Housing Association (RHA). Support these organizations with your attendance and collaboration.
• Mediate conflicts between residents using conflict resolution skills.
• Encourage residents to accept and value individual differences and respect the rights and opinions of all residents in their community.
• Meet with residents as directed by your AC.

Peer Mentor, Helper, and Educator

• Role model ethical and successful behaviors for college life by exercising sound time management and decision-making.
• Assist students with personal, social, and academic concerns using listening and helping skills.
• Know available campus and community resources available to students. Refer students to these services as appropriate or facilitate the delivery of these services if needed.

Residence Hall Management and Administration

• Share responsibility with other staff to provide in-hall, on-duty coverage, including evenings, weekends, holidays and breaks when halls are open. When on duty, conduct rounds and follow established on-duty protocols.
• Share responsibility with other staff to operate the hall front desk to check out equipment, complete maintenance requests, and be available to students.
• Identify and respond to suspected violations of University policies; facilitate resolutions that create compliance with the policies; and, prepare accurate, timely, written documentation for your AC. Involve professional staff in a timely manner when necessary.

(Continued on next page)
Applications due Friday, February 20, 2015
Questions? Contact Megan Rice
reslife@pacificu.edu (p) 503.352.1448 (fax) 503.352.2936
New Resident Assistant Information Packet, Page 3
Applications who are unable to keep the following dates are discouraged from applying.

**SPRING 2015**
- Complete Application Due
- Individual Interviews & Group Process Day
- Hiring Notifications Emailed Out
- Spring RA Orientation

**FALL 2015 [tentative]**
- Residence Life training and hall opening
- Depart for Winter Break
- Winter Break RAs Work

**WINTER & SPRING 2016 [tentative]**
- Return for Winter Term
- Mid-Year RA Training
- Last Day of RA Duties

(Subject to change pending the 2015-2016 Academic Calendar)

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**Sample RA Time Commitments**

Given the requirements of the job, estimates of the regularly scheduled time commitments for the RA position are described below. The RA position requires an average of 15-20 hours per week. Please note that many commitments occur on nights, weekends, on some holidays, and that RAs have a commitment to uphold the duties of their positions at all times, whether they are “on call” or not. Please be aware that this will vary:

- **Interacting with your residents**
  
  - At least 5 hours [weekly]

- **One-to-One Meeting with supervising Area Coordinator or Senior RA**
  
  - 1 hour [weekly]

- **Hall staff meeting**
  
  - 1-2 hours [weekly]

- **Residence Life Team Time meetings**
  
  - 1 hour [weekly]

- **Other staff duties as assigned (co-advising Hall Council, meetings, etc.)**
  
  - 1-2 hours [weekly]

- **Front Desk hours**
  
  - 3-5 hours [weekly]

- **Weekday on call responsibilities**
  
  - 1 evening [weekly]

- **Weekend on call responsibilities**
  
  - 2-3 weekend [semester]

- **Planning & implementing hall programming**
  
  - 5-10 hours [monthly]

- **Hall staff retreat / developmental activities**
  
  - 1-2 days [semester]

- **Holiday/Break on call responsibilities**
  
  - 4-5 days [year]

* For specific requirements, look at the Sample RA Agreement, found at the end of this packet.

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**Applications due Friday, February 20, 2015**

**Questions? Contact Megan Rice**

reslife@pacificu.edu  (p) 503.352.1448  (fax) 503.352.2936

New Resident Assistant Information Packet, Page 4
Each New Applicant must submit the following by February 20 at 5 pm to the Student Life Office, or electronically to reslife@pacificu.edu:

- Completed 2015 Application Form
- Your resume
- The following written responses (as described in the application):
  - Outside commitments
  - Desire for position, your strengths and challenges
  - Administrative experience
  - Any necessary supplements regarding conduct or GPA (see paragraph below)

GPA Requirements and Appeal Option
If your cumulative GPA is less than a 2.50 and you would like to apply to be an RA, you must write a letter to the RA Selection Committee (no more than 2 pages) outlining the following:

- Why your cumulative GPA is below a 2.50
- How you are planning to raise your GPA
- How the RA position fits into your plan for raising your GPA

Candidates pursuing this option may also be asked to meet with a representative from the RA Selection Committee. The RA Selection Committee will then review all materials supplied (application, letter, and meeting notes, if applicable) and make a determination whether or not the candidate may proceed with the RA application process. Candidates will then be notified via email before interviews take place as to the decision.

Résumé Self-Checklist: Tips & Common Mistakes to Avoid
If you are starting from scratch, you may want to start by listing every job, activity, volunteer experiences, etc. that you have had on a piece of paper. Then add every duty that you performed within that job, activity, etc. You will then have a list of jobs that you can choose from to add to your résumé, depending on whether the experience is relevant and displays a strength. For more information and assistance in creating your resume, please visit the Career Development Center in Chapman Hall or call to set up an appointment at 503-352-2877.

- **Heading**
  1. Name is at least two font sizes larger than the rest of the words on my résumé.
  2. Included current and/or permanent address, phone number, and email address.

- **Education**
  1. Listed G.P.A. if it is a strength for me (above 3.0).
  2. Included high school information if it is within the past two years (name of school, city, state, and month/year of graduation is required).
  3. Listed only the month and day of graduation. Do not add the words “expected graduation date.”

- **Experience**
  1. Listed the name of the company, title of my position, date of employment, city, and state for each experience.
  2. Consistently used the same way to describe dates; all months, seasons, or only years.
  3. Illustrated duties in a result-oriented manner. (see: resume.monster.com/articles/accomplishments/)
  4. Only included relevant duties that the position in mind requires.
  5. Used adjectives and adverbs to begin each duty description.
  6. Used concrete terms when explaining duties (i.e. numbers, did not use words like: variety, many, etc.).

- **Appearance**
  1. Space on the résumé is used appropriately and there are no large white spaces.
  2. The eye is drawn to the most important aspects on the résumé (all relevant experiences and my strengths).
  3. The most important information is listed at the top of the résumé and along the left side of the page.

- **Other**
  1. Avoided the use of “I”.
  2. Included other headings as needed to highlight my strengths (Leadership, Activities, Volunteer, etc. that occurred within the past couple of years).
  3. Showed involvement (sports, clubs, organizations, community volunteer, interest groups, etc.).
  4. Listed all relevant skills like language, technology, and other measurable skills.
  5. Objective is optional.
An In-Depth Look at Resident Assistant Programming Expectations
Department of Residence Life

Programming is one way that Resident Assistants connect with students. Programming also provides students opportunities to get to know each other better, and to learn about themselves, as well as specific topics. To give you a better understanding programming below are our current programming requirements. The year is divided in to ten programming “phases,” with their own themes and requirements:
*these may be adjusted for 2015-2016, but give you an idea of what programming within Residence Life can look like.

Phase 1: August 27 - September 16, “Your Unique Community”
- 1 Bulletin Board
  - Informational display based on current theme.
- 1 set of Roommate Meetings
  - Informational display based on current theme.
  - Meet with residents of each room to discuss the roommate contract, tips for living together
- 1 Floor Meeting/Celebration
  - Event facilitated by each RA with their wing/floor to (a) explain policies and protocols, (b) promote community relationships, (c) celebrate beginnings / endings / key events
- 1 set of Door Decorations
  - Name tags created in alignment with floor/hall theme and hung for each resident on student's door. Extras need to be made for nicknames, new residents, etc. for maintenance throughout term.

Phase 2: September 16 – 29, “Understanding Safe & Healthy Choices”
- 1 Bulletin Board
- 1 Passive Program: Interactive, informational program based on theme or community needs
- 1 “Take-To” Event
  - Advertise, recruit, and bring residents to a pre-existing event on campus to build community, support other groups and departments, and inform residents about campus life.
- 1 Event
  - Interactive, active program based on current phase theme for hall residents. As approved by AC, this event can be completed by an entire staff or in smaller teams.

Phase 3: October 1 – 31, “Managing Conflict and Academic Success”
- 1 Bulletin Board
- 1 set of One-on-One Success Meetings (1:1s)
  - Meet with each resident, learn how they are doing, discuss success tips and refer to resources, if needed
- 1 Event: Hall-O-Safe
- 1 Floor Meeting/Celebration: Hall-O-Safe
- 1 “Take-To” Event

Phase 4: November 1 - 30, "Your Inclusive Community"
- 1 Bulletin Board
- 1 “Take-To” Event
- 1 Collaborative Event: Hall Council
  - Work with your Hall Council to plan and execute an interactive,

Phase 5: December 1 – 12, "Goodbye (for now)"
- 1 Bulletin Board
- 1 Floor Meeting/Celebration

Phase 6: January 7 – 22, "Service to Others"
- 1 Bulletin Board

Phase 7: January 28 - February 28, "Community Engagement and Leadership"
Minimum Requirements:
- 1 set of One-on-One Success Meetings (1:1s)
- 1 Event
- 1 set of Door Decorations
- 1 Bulletin Board

Phase 8: March 1 – 23, "Looking Ahead"
Minimum Requirements:
- 1 Collaborative Event: University Office/Department/Organization
- 1 Bulletin Board
- 1 Passive Program
  - Interactive, informational program based on theme or community needs.

Phase 9: March 31 - April 21, "Academic Success"
Minimum Requirements:
- 1 “Take-To” Event
- 1 Bulletin Board

Phase 10: April 21 - May 14, “Saying Goodbye”
Minimum Requirements:
- 1 Bulletin Board: Hall Closing
  - Informational display about Hall Closing.
- 1 Floor Meeting/Celebration

Applications due Friday, February 20, 2015
Questions? Contact Megan Rice
reslife@pacificu.edu (p) 503.352.1448 (fax) 503.352.2936
In consideration of my employment in the position of Resident Assistant, I, __________________________, hereafter referred to as I, me, or my, hereby enter into the following Agreement with Pacific University, hereafter referred to as the University.

**Terms and Definitions**

The following terms and definitions are used in this agreement:

“Outside commitment” refers to a regular, repeated, or standing obligation or duty to a group or an organization. This definition includes additional jobs, self-employment, collegiate athletics or an athletic league, leadership positions, regular volunteer work, service to committees or boards, membership in University or community clubs and organizations, and plays or other ensemble performances.

“Residence Life professional staff” refers to all full-time University staff employed within the Residence Life department, including the Directors of Housing or Residence Life, Area Coordinators or their University-appointed designees.

**Nature of Employment and Termination**

1. I have read the position description for my job title and shall fulfill all duties and responsibilities specified therein. I agree that if I fail to fulfill the duties and responsibilities of my job, or fail to fulfill the terms and conditions of this Agreement, the University may take corrective job action, up to and including termination of my employment.

2. I am an “at-will” employee and I or the University may terminate my employment at any time. The maximum possible duration of my employment under the terms and conditions of this Agreement shall begin at 5:00 p.m., Sunday August 9, 2015 and expire at 5:00 p.m., Monday, May 23, 2016. I agree that nothing in this Agreement, including the aforementioned dates, shall constitute or be construed as a contract by the University to employ me for a specific period of time. The actual duration of my employment within these dates may vary subject to the terms and conditions of this Agreement. This Agreement shall not create any obligation by the University to reemploy me in the future. I understand that this Agreement does not void or replace my housing contract.

3. If my employment is terminated for any reason, my compensation shall also cease on the date my employment is terminated. My compensation shall be prorated based on the date my employment is terminated. I understand that my housing contract is still valid and I shall be responsible for payment of any room and board charges for the remainder of the housing contract period. I understand that I shall be required to move to another residence hall room.

**Compensation**

4. In consideration of my fulfilling all terms and conditions of this Agreement for the maximum possible duration of my employment, the University shall compensate me as provided herein for my specified job title. Resident Assistant staff members receive while employed, full remission for residence hall room and meal plan chosen by the University. Room and board charges are the only charges eligible for remission; damage charges, fines, and other fees are excluded and shall remain my responsibility. Resident Assistants are also compensated with a $75.00 per month stipend paid throughout the nine months of the academic calendar.

**Pre-Employment Conditions**

5. I understand that my University academic and disciplinary records were considered as a condition of offering me employment. Therefore, I agree that Section 12 (GPA Requirement) and Section 15 (Personal Behavior) shall be effective and binding on the date I sign this Agreement. I understand that, prior to the official start of my employment, if I fail to adhere to those sections, my employment offer may be rescinded. If I am a current staff member, I understand that position offer will be contingent upon favorable evaluations between now and the official start date of this upcoming employment period.
Special Dates of Work
6. I understand that, due to the nature of my job description, the dates for my arrival and departure from campus will differ from that of a traditional student.
   a. I will check into my housing assignment between Saturday, August 8, 2015 and Sunday, August 9, 2015 at 1 p.m., by appointment with a Residence Life staff member. I will be ready to begin training no later than 4:00 p.m. on Sunday, August 9, 2015. I will attend the entirety of training including sessions, which may be held in the evenings and on weekends. My attendance is essential to successful job performance.
   b. I shall assist with the preparation, implementation and clean-up of Halloween events on or around Saturday October 31, 2015.
   c. I shall depart for winter break no earlier than 5:00 p.m. on Friday, December 18, 2015, so that I may assist in closing the residence halls. I recognize that, if I remain in my housing space over winter break, I will be responsible for fulfilling RA job duties, as determined by the Residence Life department.
   d. I shall return to campus for Winter Term no later than 5:00 p.m., Sunday, January 10, 2016 for Winter Term. I shall attend Mid-Year RA Training Thursday, January 28-Sunday, January 31, 2016. I shall obtain advance approval from my AC before committing to something (such as a Winter Term travel course) that would prohibit me from performing my duties or participating in training requirements.
   e. I shall depart for summer no earlier than Monday, May 23, 2016 at 5:00 p.m., so that I may assist in closing the residence halls.
   f. I agree to discuss my departure from and return to campus for all other University break periods with my AC. I understand that resident assistants share responsibility for providing on-call coverage during University break periods.

Residence Life Team Time
7. I understand that I am required to attend the weekly “Residence Life Team Times” every Thursday from 11:30 a.m. - 12:30 p.m. during the Fall and Spring academic terms, pending the academic schedule; Winter Term Team Time will be scheduled in December, 2015. I agree to not schedule class, work or any other commitments during this time frame.

Room and Floor/Wing Assignment
8. I understand that I may be reassigned to another room, residence hall, supervisor, or staff, if deemed necessary at the discretion of the University.

Time Away From Campus
9. I agree that one of my duties is to be available and accessible to students in the residence hall, including living and sleeping in my residence hall room. I agree to maintain on average, a standard of sleeping in my residence hall room four out of five nights per workweek and one out of two nights per weekend. I understand that failure to maintain this standard on average may result in perceived unavailability or poor community development, which may require corrective job action.
10. I agree that extended absences may also adversely affect my ability to maintain a presence in my community and support my co-workers who are on duty. Therefore, I shall notify my AC anytime that I will be away from my residence hall for a period greater than 24 hours or will spend the night outside the Portland metro area. I understand that if I fail to notify my AC, I may be subject to corrective job action. If my AC determines that there are already too many staff members away from the hall for that time, I shall forego my departure. I understand that, for important engagements, it is to my advantage to notify my AC in advance.
Academic Commitments
11. I shall enroll for and maintain a full-time course load, at least 12 hours. I shall obtain approval from my supervisor and the Director of Residence Life before enrolling for “overload” hours, which are defined as greater than 18 hours for undergraduates. I shall notify my AC of any other increases or decreases in my number of enrolled hours. I understand that if I fail to maintain full-time status at Pacific University my employment may be terminated.

12. As a Resident Assistant, I shall maintain a 2.50 cumulative and semester GPA. I understand that if I fail to attain at least a 2.50 semester GPA, my employment may be terminated. I understand that if I fail to maintain the required GPA in a given semester, I may be subject to corrective job action, including further limiting or eliminating outside commitments or developing an academic work plan in consultation with my AC.

Outside Commitments
13. Understanding that my work responsibilities for the Department of Residence Life take precedence, I shall limit my outside commitments to no more than 15 hours per week, of which I shall spend no more than 10 in other paid jobs or self-employment. I agree that any exception to these outside commitment limits must be approved in advance, in writing, by my supervisor and the Director of Residence Life.

14. I shall complete an “Outside Commitment List” with my AC. Once this list has been completed and signed, I shall obtain my AC’s explicit permission before assuming any additional outside commitments. I shall notify my AC of any other change in my outside commitments.

Personal Behavior
15. I understand that one of my duties is to role model ethical and successful behaviors for college life, including following all University policies. I further understand that my personal behavior may adversely affect my position as a role model and my perceived credibility or real ability to perform the duties of my job. I shall adhere to all University policies, including those contained in the housing contract and residence hall handbook. I understand that if my supervisor or the Director of Residence Life determines that I have violated any University policy, I may be subject to corrective job action, up to and including termination. I understand that such determination and subsequent corrective action may occur at the option of the University in advance of, concurrent to, subsequent to, in addition to, separate from, or in absence of any University disciplinary or judicial hearings or sanctions regarding the same matter. I understand that both my off-campus and on-campus behavior are equally subject to the conditions of this clause when my behavior is in violation of University policy or federal, state, or local law.

Confidentiality and Required Reporting
16. I shall follow all University policies for compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that I may be privy, either by my position or by direct revelation from students, to sensitive personal information. I shall keep this information confidential and only release it as specified by Housing or Residence Life professional staff in compliance with FERPA and the “need-to-know” principle.

17. I understand that engaging in clinical counseling or psychological analysis is beyond the scope of my duties and training. As such, I further understand that I do not receive the same protections of confidentiality under law as such licensed professionals. Therefore, I shall not offer absolute confidentiality to any student(s) and I shall always reserve the duty incumbent upon my position to involve a Residence Life professional staff member in any situation.
18. I understand that, as an agent and employee of the University, I am a party to the University’s legal and contractual duties to its students just as any other University employee or agent. I shall notify a Residence Life professional staff member in a timely manner upon discovery of any information that may indicate a situation that is disruptive or potentially disruptive to an individual student or the residence hall community. Such situations may include, but are not limited to, depression, suicidal threats or ideation, substance abuse, domestic violence, behavior that is harmful to self or others, and sexual assault perpetrated against or by a student. I agree that, if I have any doubt whether or not to disclose information, I shall engage my AC or another Residence Life professional staff member in a direct conversation regarding the nature of the information that I have. The professional staff member shall make the determination as to whether or not there is a legitimate need to know, and will request further disclosure from me, or instruct me to keep the information to myself. I understand that if I fail or refuse to disclose information as required in this clause, my employment may be terminated.

Conflict of Interest
19. I agree that dating or engaging in romantic, amorous, or sexual relationships with students in my residence hall creates a potential conflict of interest and will adversely affect my ability to perform my duties. If the potential for such a relationship develops with someone on my assigned wing/floor, I shall notify my AC or another Residence Life professional staff member. My AC, in consultation with the Director of Residence Life, shall determine if a potential conflict of interest exists. If such a determination is made, my supervisor and I will work to remove the potential conflict, which may require me to change my room, residence hall, supervisor, and/or staff assignment. I understand that an assignment change is for my benefit, so that I may pursue my relationship interest. I understand that if I fail or refuse to disclose information as required in this clause, or if I refuse to remove the potential conflict, my employment may be terminated.

Use of University Resources
20. I understand that to perform my duties, I may be given access to a variety of sensitive University resources, including but not limited to master keys, information systems, communication systems, vehicles, and monetary funds or spending authority. I understand that using such resources beyond the scope of my authority or for purposes unrelated to my duties may subject me to corrective action.

Boxer Alerts Registration
21. I understand that I must register my cell phone number and email address with the Boxer Alerts notification system through http://www.pacificu.edu/alerts/ so I receive critical campus information.

Pest Control Duties
22. I understand that I may be required to help students and/or housing prevent, remove, or attempt to limit, various pests while employed - including, but not limited to: insects, bedbugs, or other vermin.

Background Check
23. I understand that I may be required to pass a background check in order to be employed in this role.

Publications Waiver
24. I hereby grant the University permission to photograph me without compensation at University functions or in the performance of my duties. I further grant the University permission in perpetuity to use, copy, modify, exhibit, publish, or distribute these images without compensation in promotional or educational material that may include but is not limited to brochures, view books, or the university website.

Employee Signature and Date
I have read and understand all terms and conditions of this Resident Assistant Staff Agreement.

Applicant Signature: _______________________________ Date: _____________
Printed Name: ___________________________________________

Applications due Friday, February 20, 2015
Questions? Contact Megan Rice
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