

RESIDENTIAL PROGRAMMING PROGRAM ASSISTANT

POSITION DESCRIPTION

UNIVERSITY HOUSING □ WESTERN OREGON UNIVERSITY

The Residential Programming Program Assistant (PA) is a member of the University Housing staff and, as a representative of the university, is expected to act accordingly at all times. The UH Program Assistant is expected to assist in accomplishing the primary objectives of the University Housing program. To accomplish position related tasks, the PA will be expected to have: knowledge of campus resources; the ability to establish good rapport; and the ability to work cooperatively with other members of the University Housing staff.

I. General Duties

- a. Residential Staff Training
 - i. Planning
 - a. Attend regularly scheduled Fall Training (FT) meetings
 - b. Actively participate in FT meetings
 - c. Assist with FT session development
 - d. Assist with planning meals for FT
 - e. Create documents including nametags, schedules, etc.
 - ii. RA Manual Development
 - a. Read and understand the RA Manual
 - b. Assist with review and updating of the RA Manual
 - iii. Training
 - a. Attend Fall Training for Peer Mentors, RHA Executive Board, Advising Resident Assistants, and Resident Assistants
 - b. Provide assistance with various presentations during Fall Training
 - c. Assist with evaluation of Fall Training (creating participant survey, collecting presenter evaluations and materials, etc.)
 - d. Attend the Winter Staff Training as needed
 - e. Take and compile photographs for future marketing purposes
 - iv. In-services
 - a. Attend residential staff in-service trainings as appropriate
 - b. Assist with development of in-service training topics as needed
 - c. Assist with presentation of in-service topics as appropriate
- b. Residence Hall Programming
 - i. General Programming
 - a. Coordinate Weekend Programs advertisement and implementation
 - b. Keep supplies organized and inventoried
 - c. Assist with development of a marketing plan and brand identity for UH programming
 - d. Plan and coordinate programs
 - e. Work on New Student Week programs including Prof Chat, Welcome to Monmouth and Independence, and NSW Excursions.
 - f. Take and compile photographs for future marketing purposes
- c. Social Media
 - i. Work with University Housing staff to maintain departmental social media accounts
 - ii. Update social media content
 - a. University Housing Facebook and Twitter

- b. WOU Weekends Facebook, Twitter and Instagram
 - c. RA Selection Facebook and Instagram
- d. Faculty/Staff Involvement
 - i. Assist with the coordination of Prof Chat during New Student Week
 - a. Work with Associate Director to organize RA communities
 - b. Be present during Prof Chat to direct faculty and groups
 - c. Assist with communication to faculty and RAs
 - ii. Identify WOU faculty/staff to use as resources for faculty/staff interaction programs
 - a. Work with Coordinator for Leadership and Programs and Associate Director to identify ways to involve faculty/staff in the halls
 - b. Assist with outreach to faculty/staff
 - c. Develop a list of faculty/staff as a resource for RAs/RHA in their programming efforts
 - d. Maintain a list of faculty/staff who are involved in RA/RHA programming
 - e. Assist with developing recognition efforts of faculty/staff.
- e. Living-Learning Communities
 - i. Survey current living-learning communities to identify needs
 - ii. Evaluate current programming efforts and live/learn initiatives
 - iii. Assist with policy and publicity development of current living-learning communities
 - iv. In conjunction with the Ackerman RD and Associate Director, assist with training the faculty/staff partners
 - v. Assist with ongoing communication with the faculty and staff partners
 - vi. Assist in coordination of evaluation of faculty and staff partners
- f. RA Selection
 - i. Assist with planning for RA Selection
 - a. Review Selection materials
 - b. Assist the RA selection coordinator with selection preparation
 - c. Coordinate the marketing of the RA position and attend information sessions
 - d. Create candidate folders
 - e. Assist with candidate communication
 - f. Attend meetings as requested
 - ii. Other selection duties as assigned
- g. Assessment
 - i. Assist with marketing and implementation of the annual EBI survey as needed
 - ii. Assist with other assessment projects including surveys, focus groups, etc. as needed

II. Administrative Tasks

- a. Meetings
 - i. Meet weekly with supervisor for advisement, updates, position review
 - ii. Attend and participate fully in appropriate weekend programming committee meetings
 - iii. Attend and participate fully in Fall Training committee meetings
 - iv. Attend and participate fully in RA Selection meetings as needed
 - v. Attend and participate fully in Inservice committee meetings as needed
 - vi. Attend and participate fully in UH-Mazing Student Awards ceremony meetings
 - vii. Attend and participate fully in other meetings of interest (e.g. Focus on Leadership)
- b. Assume additional tasks when appropriate

III. General Expectations

- a. Communication
 - i. Maintain frequent and open contacts with supervisor(s) and other staff
 - ii. Respond to requests for information promptly
 - iii. Check for messages daily
 - iv. Deliver pertinent information to appropriate administrative staff promptly
 - v. Participate constructively in meetings
 - vi. Always act in a mature professional manner in dealings with students, staff, and office
- b. Attitude
 - i. Display appropriate flexibility and a positive perspective in various situations
 - ii. Promote an atmosphere of cooperation with staff, students, office personnel, and supervisors
 - iii. Demonstrate interest and enthusiasm
- c. University Support
 - i. Support the University and University Housing's goals, missions, and policies
 - ii. Assist on committees as needed
- d. Public Relations
 - i. Ensure accurate representation of WOU to the public
 - ii. Maintain ethical relationships with colleagues and students
 - iii. Represent WOU in appropriate manner at conferences or other events
- e. Academics
 - i. Maintain a quarterly and cumulative GPA of 2.5
 - ii. Regularly attend classes and other academic commitments and communicate academic progress
- f. Maintain personal wellness and balance

IV. Other Duties as Assigned.

Assume responsibilities for other duties as assigned by the Coordinator of Leadership and Programs or other members of the Central Administrative team and Professional Staff in the Office of University Housing.

Work Schedule

Start Date: negotiable, August 1 preferred but no later than August 15

Summer Hours: Varies, to be determined (max 40 hours per week)

Academic Year Hours: variable (max 20 hours per week)

Compensation

Summer hours paid on an hourly scale at a max of 40 hours per week

Academic year: Program Assistants will be paid at Educational Activity Stipend (EAS) level 3B (1.0 ETE). For information regarding student pay for Program Assistants please go to the WOU Payroll website or use the following website address: <http://www.wou.edu/payroll/student-employment-policy/>

Supervisor

Coordinator of Leadership and Programs, University Housing