

THE UNIVERSITY OF ARIZONA®

2017 Orientation Resident Assistant

What is New Student Orientation?

New Student Orientation is a program designed to help our newest Wildcats become familiar with our campus while preparing for academic success. The New Student Orientation program includes academic advising, course registration, and opportunities to meet other new students. New Student Orientation will offer 13 sessions in May and June in which on-campus housing is available for students attending Orientation. This summer, Orientation will offer housing options to students and parents in UA residence halls on campus. We will be hiring Resident Assistants to live with these students through all 13 sessions.

What does an Orientation Resident Assistant do?

Orientation Resident Assistants are responsible for providing a safe and inclusive community in the residence hall. Responsibilities of an RA include, but are not limited to:

- Representing the student experience at the University of Arizona.
- Drawing from personal experiences to answer questions that may pertain to the UA with positive attitude and demeanor.
- Taking initiative, following instructions, and being flexible and punctual.
- Providing programming every night Orientation students are in the building.
- Guiding residents, both parents and students, through the check-in process and the overview of Orientation housing guidelines.
- Serve at the desk on a rotational basis and handle all inquiries and desk responsibilities.
- Performing rounds three times per night for every night that residents are in the hall.
- Enforcing housing and Orientation policies and documenting incidents accordingly.
- Answering repetitive questions while maintaining a positive attitude and demeanor.
- Upholding all laws, policies and procedures of the State of Arizona, The University of Arizona, Residence Life and Orientation.
- Reporting to both Residence Life and New Student Services staff.

What are the minimum qualifications to apply?

To apply for a position, you must:

- Have a minimum (1) 2.5 cumulative GPA as a continuing UA student, (2) 2.5 GPA from another college as a new transfer student or (3) 3.0 GPA from high school if you are a freshman at the time of application, and maintain a 2.5 GPA throughout your employment.
- Have full-time enrollment for both Spring 2017 and Fall 2017 as a UA undergraduate student.
- Has previously been an RA during the academic year.

Mandatory job requirements:

If you are selected to serve as an Orientation RA, you **must** commit to the following:

- Attend training provided by Residence Life or Conference and Guest Services
- Be available to work all New Student Orientation summer sessions (May - June)
- No other employment can occur during the duration of this employment, including that of an Orientation and Welcome Leader.
- One summer class per session I & II can be taken upon supervisor approval.

What else should applicants know about the job?

- RAs will be on call frequently throughout the summer, which means holding the phone for a 24-hour period (7am to 7am) to serve as the point person should situations arise in the building or on your floor. This includes walking the building (doing rounds) three times per night to assess and respond to community safety, security and behavioral concerns in the hall.
- Check-in for residents will begin in the afternoon on the day prior to each Orientation session.
- New Student Orientation sessions are on campus and Orientation RAs serve in a public role.
- At all times, you must maintain high standards of ethical behavior and professionalism and follow UA rules governing personal conduct of employees, intended to promote orderly and efficient operation; including, the Student Code of Conduct, State, and Federal laws.
- There is the possibility to work for Conference & Guest Services after your Orientation RA position ends.

What will I gain from being an Orientation Resident Assistant?

- Opportunity to work with a diverse group of people
- Enhanced networking skills and resources
- Organizational skills
- Chance to develop personal strengths and abilities
- Crisis management experience

Compensation

- A taxed stipend in the amount of \$1,400.00 distributed over the course of the pay periods
- A meal plan in the amount of \$200.00
- A **single** room in a residence hall from May RA move-in through July 1, 2017.

Questions?

Should you have further questions about the selection process or about the Orientation Resident Assistant position, please contact Damien Snook (dsnook@email.arizona.edu).

***Thank you for your interest in the 2017 Orientation Resident Assistant position!
We look forward to reading your application!***