Position Title: Orientation Resident Assistant
Compensation: Housing (until July 6th), Stipend, meal plan
Location: Conference and Guest Services, Likins A100s
Position Type: Student Employment

FOR RECRUITMENT USE

Housing and Residential Life (Housing), a self-funded auxiliary housed in the Student Affairs division of the University of Arizona, operates 24 student dorms and one Graduate housing apartment, that house 7,000 students annually on the University of Arizona Main Campus.

Our Mission: Helping Students Build a Foundation for Success

Our Core Values:
- **Excellence** - Excellence is performing at an extraordinary level and exceeding expectations
- **Respect** - Respect is treating others courteously and professionally in all situations; valuing and honoring diversity in others; being honest, direct, and courteous in all communications and loyal to all, including those not present
- **Integrity** - Integrity is doing the right thing, being honest with oneself and others, being authentic, and being transparent in intent
- **Caring** - Caring is being welcoming, kind, compassionate, and willing to help others; showing concern for a person’s needs; listening more and talking less

Be part of our exceptional student staff and receive hands-on experience, while working in a fun, diverse, inclusive and safe environment. We strive to coach, teach, and mentor all of our students to become successful in and outside the classroom. Studies prove that students with campus jobs tend to perform better in school and have a higher potential for finding employment after graduation.

In Housing & Residential Life, we know that students’ first priority is to learn. We understand the stress of midterms and final exams. We not only teach student employees leadership and time management, but we are also very flexible when it comes to working around your class and exam schedule.

**We prefer Work Study** - Federal Work Study is accepted in Housing & Residential Life. The Federal Work Study Program provides opportunity to full-time students seeking part-time positions. Students must complete the FAFSA and demonstrate financial need for the respective year to receive Federal Work Study. See if you qualify at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

POSITION SUMMARY:
Orientation Resident Assistants (ORA) are responsible for providing a safe and inclusive community in the residence hall, specifically for our students staying on campus for New Student Orientation. During the months of May and June, ORAs will manage the check-in and check-out of orientation guests, provide programming, conduct rounds, and answer questions based on your experiences at the UofA So far.
DUTIES AND RESPONSIBILITIES:
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.
• Hold a duty phone and respond to calls as needed.
• 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, Housing & Residential Life and Orientation.
• Reporting to both Housing & Residential Life and New Student Services staff.

COMPETENCIES:
• Critical Thinking and Crisis Response
• Interpersonal Skills
• Communication Skills
• Reporting

WORK ENVIRONMENT/PHYSICAL DEMANDS:
• This position operates in a dorm, so the ability to traverse the building (elevators present)
• The ability to utilize a computer
• The ability to hand-write legibly

POSITION TYPE/EXPECTED HOURS OF WORK:
• This position functions very similarly to the academic year RA position
• During the Orientation season, you can expect to work 25-30 hours a week

MINIMUM QUALIFICATIONS:
• Must be enrolled for previous Spring and following Fall for 6 or more units.
• A copy of your summer class schedule MUST be provided upon request.
• Must be available to work at least 16 hours/week for the Conference Services program.
• Valid U.S. Driver’s License upon employment and ability to drive according to the University Fleet Safety Policy.
• Availability from Monday, May 14, 2018 – Monday, July 31, 2018. If hired into a Fall RA, DA or DM position within Housing and Residential Life, accommodations will be made for training periods.

ADDITIONAL MINIMUM QUALIFICATIONS:
• Additional employment MUST be approved in advance by the Conference Operations Manager due to the need for flexible scheduling during various hours, seven days a week.

PREFERRED QUALIFICATIONS:
• Current or former Resident Assistant.
• Prior Conference Services experience.
• CPR certified.
• 2.5 or higher GPA.

SUPPLEMENTAL REQUIREMENTS:
• Housing & Residential Life is a security sensitive department and this position requires a finger-print criminal background check
• Motor Vehicle Division check