

**Student Academy to Inspire Learning (SAIL)**

Division of Undergraduate Education and Student Success

5217 University of Oregon, Eugene, OR 97403-5217

Website: [sail.uoregon.edu](http://sail.uoregon.edu) E-mail: [sailstaff@uoregon.edu](mailto:sailstaff@uoregon.edu)



**2024 SAIL Resident Assistant Application  
Student Academy to Inspire Learning (SAIL)**

**Department Summary:**

The Student Academy to Inspire Learning (SAIL) is an innovative pre-college program that serves high school students from underrepresented backgrounds, which include lower income and/or first-generation college students, with the aim of encouraging students to enroll and succeed in college through early exposure and exploration. SAIL is searching for motivated individuals with a passion for working with youth by being a leader and providing mentorship. We are offering in-person, day only and day + residential program(s), for summer 2024.

**Position Summary: Resident Assistant (RA)**

Inspire, engage, and supervise SAIL high school students on the University of Oregon campus during the week-long residential summer SAIL Program.

**On-site Residential Assistant (sleeps in the dorms)**

**Dates:** Sunday, July 14 – Friday, July 19

**Times:**

- **Sundays:** 2:30 PM – 11 PM
- **Mondays – Thursdays:** 7 – 8:30 AM & 3:30 PM– 11 PM
- **Fridays:** 12 PM – 6:30 PM

RAs will sleep in Residence Halls and live on the same floor as SAIL high school students are responsible for participants during both evening programming and early mornings until the day programs begin. RAs who are willing to sleep in the dorms will be housed during training week and all the residential week. You will also be provided with three free meals during the day. *\* In rare events, RAs may be called if an emergency arises that the Night Managers, Leads, and Administrators need additional assistance. In these rare instances, all RAs will be compensated at a higher hourly rate\**

**Evening Resident Assistant (afternoon/evening only)**

**Dates:** Sunday, July 14 – Friday, July 19

**Times:**

- **Sundays:** 2:30 PM – 11 PM
- **Mondays – Thursdays:** 3:30 PM– 11 PM

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- **Fridays:** 12 PM – 6:30 PM

Residential RAs will not sleep in the dorms and will only work the afternoon shift (no AM shift). They will only be provided with one meal per day (dinner) except for Friday (lunch is provided) and will be off duty after 11 PM. Residential RAs will not be provided with room and board for training week and the week of residential programming.

### **General RA responsibilities**

Responsibilities will include collaborating with your team, managing safety and behavior management, initiating and leading student activities, supervise students, monitor attendance, engage with students about goal setting and the benefits of higher education. Activities may include organized group events or facilitating interactive stations and games during less structured program times. RAs will keep the Leads, and Program Administrators informed of all concerns, and complete additional tasks as assigned.

### **SAIL Resident Assistant Expectations and Agreements:**

- RAs sleep in the Residence Hall (only for RAs who are staying in the dorms)
- Report to SAIL Leads and Administrative Staff
- Follow and enforce all SAIL staff policies, UO/Housing policies, and code of conduct
- Create, organize, and assist with facilitating and supervising the evening activities
- Provide emotional support to homesick students
- High level of safety awareness and risk management decision-making
- Create a safe, inclusive, and supportive environment
- Demonstrate clear and concise communication
- Maintain a high level of adaptability and be a team player
- Active participation in activities
- Effectively collaborate with co-leader and equally share responsibilities
- Be receptive to constructive feedback
- Complete tasks as assigned

### **Qualifications:**

- Have completed at least first year of college
- Desire and ability to work with youth in both an interactive and academic setting
- MUST have a positive “can do” attitude, patience, enthusiasm, integrity, and grit
- Must be a team player and able to provide positive role modeling
- Ability to manage multiple tasks, be accountable
- Ability to work with diverse group of students & staff
- The ability to take initiative and work both as a team and independently

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- Must be able to follow directions and University rules, reliable, punctual, and professional
- Experience with supervision and facilitating activities
- Current Red Cross First Aid & CPR (required)
- Ability to pass background check
- Applicants must provide proof of enrollment in college

### **Compensation & Benefits:**

- Hourly wage \$16/hour
- If you are a proficient (reading, writing & verbal) Spanish-speaking individual and comfortable with supporting translation services during your time employed at SAIL, you may qualify for an additional \$1/hour raise. This is not guaranteed and will be decided by the Program Manager and Executive Director on a case-by-case basis. \*Must be proficient in reading, writing, and verbal skills to qualify.
- Dynamic work environment
- Professional and leadership development
- Being a mentor and creating community
- On-campus housing will be provided for employees (training week + programs) who are staying in the dorms when the residential program is operating. For RAs not staying in the dorms there we will not be providing housing.
- Free lunch during training
- 3 free meals a day during summer programs (2 meals for RAs not sleeping in the dorms)

### **Key Dates (Must be available for all):**

- **Employee Training:**
  - **Dates:** July 9 – July 12
  - **Times:** 9:00 AM – 4:00 PM
- **SAIL Summer Residential Programs:**
  - **Dates:** Sunday, July 14 – Friday, July 19
  - **Times:**
    - **Sundays:** 2:30 PM – 11 PM
    - **Mondays – Thursdays:** 3:30 PM– 11 PM
    - **Fridays:** 12 PM – 6:30 PM

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You are applying for a 2024 SAIL Resident Assistant (RA) position. If you would like to apply for one of our other summer positions (SAIL Summer Counselor or Night Manager), please [review the position descriptions for these roles](#) and indicate your preference below (rank choices):

**Position Preference 1:** \_\_\_\_\_

**Position Preference 2:** \_\_\_\_\_

**Position Preference 3:** \_\_\_\_\_

**Legal Name:** \_\_\_\_\_ **Preferred Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ **Pronouns:** \_\_\_\_\_

**UO ID (if applicable):** \_\_\_\_\_ **Phone #:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Preferred Email Address:** \_\_\_\_\_ @ \_\_\_\_\_

**Current Year in School:** \_\_\_\_\_ **College:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **How Many Credits are you currently taking?** \_\_\_\_\_

Have you been employed by UO before?  Yes  No

If yes and still employed by UO, list all current jobs: \_\_\_\_\_

Are you an International Student?  Yes  No

**Rooming preference (if you plan to stay in the dorms please choose between male/female/all gender dorms):**

**Ethnic Background:**

- |  |   |
|--|---|
| <input type="checkbox"/> Alaska Native   | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Hispanic/Latinx        |
| <input type="checkbox"/> Asian           | <input type="checkbox"/> Other/Multiracial      |
| <input type="checkbox"/> White/Caucasian | _____   |

**Transportation:**

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Personal Vehicle

Bus

Bike

Walk

**T-shirt Size:** \_\_\_\_\_

**Do you speak a second language? If so, please list below:**

**Any special accommodations, or dietary restrictions? If so, please list below:**

**Driver's License #:**

**State:**



**Employer Reference:**

**Phone #:**

**Emergency Contact:**

**Phone #:**

**1. What is your previous experience working with high school students and/or youth?**

**2. Why are you interested in applying for this position with SAIL?**



**3. Do you have experience facilitating activities (groups, sports, games, etc.)?**

Yes     No

**If yes, please describe your experience below:**

*My signature below confirms my understanding of the position detailed above.*

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Drug and Alcohol Policy**

The use, possession of, and/or intoxication from drugs and alcohol are strictly prohibited in the SAIL Program, including at all SAIL sponsored activities. I, (*print name*) understand that this is a zero-tolerance policy. I will take responsibility for my actions and will be immediately removed from the program if I defy the policy and could face prosecution.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Background Check Policy**

The information I give in this application is true and correct to the best of my knowledge. I hereby give the SAIL program permission to contact my references and submit a background check concerning my qualifications to be SAIL employee. I also give my permission for my references to provide SAIL information about my experiences with them. If appointed as a SAIL employee, I agree to abide by stated rules and goals for the program and will fulfill my responsibilities to the best of my ability.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**UO SAIL Program Confidentiality Agreement**

Confidentiality is the preservation of privileged information about students disclosed in a professional working relationship.

The SAIL volunteers will keep the communication with his or her student(s) confidential. All records dealing with specific students must be treated as confidential and be maintained according to site policy. SAIL volunteers will not discuss students' confidential information outside of the program.

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General information, policy statements, or statistical material not identified with any individual or family is not classified as confidential.

Although the site is liable for a volunteer's acts within the scope of his or her duty, giving information to an unauthorized person could be interpreted as not acting within the scope of that duty and the site could refuse to support the volunteer in the event of a legal action. Violation of the Oregon Revised Statute regarding confidentiality of records is punishable upon conviction by a fine of not more than \$1,000 or by imprisonment in the county jail for not more than 60 days, or both.

The only exception to confidentiality restrictions is if a volunteer thinks a student is being physically or sexually abused or is involved in a life-threatening activity. This must be reported immediately to the site counselor/administrator and/or the police or State of Oregon child welfare agency.

My signature below certifies that I have read the material above and understand the confidentiality policy. I understand that my duty as a SAIL volunteer is to abide by the laws and policies regarding the preservation of confidential information. I agree with the responsibilities described in the position description.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SAIL Publicity Authorization**

I give permission for the UO site and SAIL site to use my name, photographs, or quotes in any form of SAIL publicity. I understand that I may withdraw my consent at any time by submitting a written request to the SAIL Administrative Staff at [sailstaff@uoregon.edu](mailto:sailstaff@uoregon.edu).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return Completed Application to: [sailstaff@uoregon.edu](mailto:sailstaff@uoregon.edu)