About the Program:
The CommUniversity Program enriches the University of Oregon off-campus student experience. Our goal is to make neighborhoods in the Eugene and Springfield communities safer and healthier so students can study, have fun, and thrive. Many of the challenges students may face off campus are related to finding a place to live, knowing the resources available to them, and understanding their rights and responsibilities, including laws around alcohol, noise, and parties.

Our CommUniversity Assistants (CAs) are leaders that create intentional service projects, build partnerships with university and community resources, and provide students with the information they need to navigate living off campus. They take a public health approach to provide students with the tools and skills they need to make the best decisions for themselves both now and in future.

CAs are student leaders that represent a wide variety of ages, year in school, majors, and experiences. If selected, you will receive training where you will gain program development skills, marketing and communications skills, and the opportunity to network and build relationships with partners across the community. Large-scale events such as Day of Service and the UO Housing Fair are examples of how CAs demonstrates a commitment to serving students and the campus community.

Application Process:
The CA application process consists of the completion of the following steps:

1. Submit the application materials to Kathryn Dailey, Assistant Director of Substance Abuse Prevention and Coordinator of Off-Campus Services: kdailey@uoregon.edu. For questions call (541) 346-1133.
2. Upon review of the applications, students will be notified if they are to proceed to the interview process.

Qualifications
- Experience/interest in leadership, outreach to college-age populations, and/or community involvement
- Graduating in June 2017 or later
- Interest in outreach to off-campus student populations including diverse groups
- Available approximately 10 hours per week through the school year, which will include a weekly staff meeting and at least two office hours. Note: This may fluctuate week to week depending on students’ availability and projects.
- Available on some nights and weekends
- Available the week of Sept. 19, 2016 for fall training

Preferred Qualifications
- Experience in project management, program development, event planning, student outreach, public speaking, and/or health promotion
- Ability to demonstrate initiative in development of new program projects and activities
ATTENTION: Before completing this application, we strongly encourage students to consult the Office of Financial Aid and Scholarships. The acceptance of a paid student staff position may impact your financial aid.

I. PERSONAL INFORMATION

Name (Last, First): ___________________________    Preferred Name: ___________________________

UO ID: ___________________________

Phone: ___________________________    E-mail: ___________________________

Current Address: ____________________________________________________________

Street          City          State          Zip

2016–17 school year address, if known:

__________________________________________________________

Street          City          State          Zip

Please provide the following information about your property manager/owner:

Name (Last, First): ___________________________    Phone: ___________________________

(Note: Landlords may be contacted to confirm residency.)

Emergency Contact: ___________________________    Phone: _______    Email: ___________________________

II. ACADEMIC INFORMATION

Expected number of completed credits beginning fall term 2016: __________

Cumulative GPA: __________

Major(s): ___________________________    Expected Date of Graduation: __________

Minor(s): ___________________________

III. CONDUCT

Have you ever been found responsible for a UO Student Conduct Code Violation?  
YES    NO

Have you ever been convicted of any criminal offense other than a minor traffic violation?  
NO    NO

If you answered “yes” to either question, please write a separate statement: What year did the incident occur? What were the circumstances? What did you learn from this experience? Please note that prior conduct or criminal violations do not mean automatic withdrawal from the hiring process.
IV. RÉSUMÉ AND REFERENCES

Please submit an up-to-date resume with relevant work/volunteer experience, as well as the names and contact information for two individuals who will act as your references. These references should be able to speak to your involvement and leadership in the University of Oregon community, as well as your relevant skills and abilities (e.g., a faculty member, staff member, administrator, or supervisor).

V. COVER LETTER

Please submit a cover letter expressing your interest in the position. Your cover letter should also address the two question below:

1. Why do you want to work as a CommUniversity Assistant?
2. What are the positive and negative aspects of living in a student-populated neighborhood (e.g. West University Neighborhood or South University in Eugene)?

VI. SIGNATURE

I certify that the information I have provided in this application is valid. I have made every effort to accurately represent myself as a candidate for the CommUniversity Assistant position at the University of Oregon. I understand that the Office of Dean of Students will verify my conduct record. Note: Successful completion of a criminal background check is a prerequisite for employment.

Signature of Applicant: ___________________________ Date: ___________________________

The University of Oregon affirms and actively promotes the right of all individuals to equal opportunity in education and employment at this institution without regard to race, color, sex, national origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, gender expression or any other extraneous consideration not directly and substantially related to effective performance. This policy implements all federal, state and local laws, regulations, and executive orders. Direct related inquiries to the Office of Affirmative Action and Equal Opportunity, 474 Oregon Hall, University of Oregon, Eugene OR 97403: (541) 346—3123.

Thank you for your application!

Applications are due by Monday, May 16, 2016.

Apply early! Applications reviewed on a first come first-served basis.

The Office of the Dean of Students will confirm receipt of your application and will notify you if we wish to proceed with an interview.

For questions about the CommUniversity Assistant position/CommUniversity Program contact:
Office of the Dean of Students
Phone: (541) 346-3216 ● E-mail: CommUniversity@uoregon.edu