

RESIDENT ADVISOR POSITION DESCRIPTION

As a member of the Residence Life Staff, the Resident Advisor (RA) is responsible for establishing and maintaining a positive living environment for residents. The RA reports to the Resident Director (RD) of the building to which he or she is assigned and to the Assistant Director (AD) for that residential area. The RA is responsible for community development activities, administrative functions, policy enforcement, crisis intervention, building duty coverage, and group and individual assistance.

The following are the specific qualifications and general descriptions of the major areas of responsibility. Additional tasks may be assigned by the Student Housing Office, RD or AD. Specific expectations are outlined in the Residence Life Staff Manual and by your RD and/or AD in the beginning of the year.

A. Qualifications

1. Full-time enrollment as a degree-seeking student at Loyola Marymount University during the contract period with a semester and cumulative grade point average of at least 2.5.
2. Must have no active judicial sanction while employed as a Resident Advisor, beginning at the time of hire to the end of the employment contract.
3. Completion of two semesters of full-time undergraduate study or one semester of full-time graduate study at LMU by the beginning of first semester of employment.
4. Must have one semester of experience living in a college or university residence hall.

B. Terms of Agreement

1. August 6, 2013 - May 15, 2014.
2. Live in assigned residence hall or apartment space during contract period and abide by all terms and conditions of the Student Housing License Agreement.
3. All new **Resident Advisors** are **REQUIRED** to attend **ONE** Intercultural Retreat during the first fall semester of employment.
4. All Resident Advisors are **REQUIRED** to enroll in and successfully complete the Ignatian Leadership course (THST 298) during either the fall or spring semester of their first year of employment.
5. Outside employment on or off campus is strongly discouraged and must be approved by your Resident Director and Assistant Director before accepting another position. No more than 10 hours a week of additional employment will be approved.

6. Other time commitments (i.e. major leadership positions and athletic involvement) must be approved by your Resident Director and Assistant Director. Resident Advisors are not permitted to hold major leadership positions, such as ASLMU President, ASLMU Vice President, Greek Organization President or Service Organization President, during their time of employment as an RA.
7. Resident Advisors are not permitted to participate in University-sponsored trips, such as Alternative Breaks, Ignacio Companion Trips, De Colores, etc., unless they are during the Spring Break holiday. Participation during Spring Break must be approved by your Resident Director and Assistant Director, and is based on the needs of your staff and community duty coverage.
8. Termination of employment by either party, RA or Student Housing Office, during the contract period is subject to the conditions of the Employment Agreement.

C. Remuneration

1. Living accommodations are given to a Resident Advisor and vary based on community assigned.
2. The O Meal Plan is given to each Resident Advisor. As of Fall 2012, the O Plan consists of \$2,600.00 Lion Dollars and 20 Lion Points per semester for community table.
3. Stipend of \$900.00 to be paid directly to the RA in installments throughout the academic year. RAs for Living/Learning Communities and some Theme Communities may be paid an additional amount depending on the responsibilities required.

D. Time Commitments

1. Regularly scheduled commitments include: weekly staff meetings and bi-weekly one-to-one meetings with your supervisor. Meetings take place in the evening and are a priority over all other meetings and commitments outside of academic classes.
2. Participate in an on-duty rotation within your staff to ensure building duty coverage. Resident Advisors may be asked to provide additional duty coverage for their building during major University events.
3. When on duty, RAs are expected to be in their room or on rounds from 8pm to 8am the following morning. RAs may not leave the building while on duty.
4. All Resident Advisors are expected to participate in January and Fall Training. Fall Training requirements may vary based on community. First-Year area Resident Advisors are expected to assist with Fall Orientation.
5. Resident Advisors for Living Learning Communities and Theme Communities will participate in additional trainings during Fall training and throughout the academic year.
6. Other commitments include: in-services, RA recruitment and selection, opening and closing of the facilities at the beginning and at the end of each semester, and building coverage over vacations, holidays, and semester breaks.
7. Additional responsibilities may be required by a Resident Advisor based on assignment and needs of a particular community.

E. Community Development and Programming

1. Be accessible and available to residents of the building both on and off duty. Arrangements for any overnight leave from the residence hall/apartments must be made in advance with the Resident Director of the building.
2. Plan, coordinate, and implement programs under the supervision of the Resident Director.
3. Facilitate monthly floor/wing or building meetings.
4. Interact with the Resident Housing Association (RHA) Executive Board and the Inter-building Councils (IBCs) and support their activities.

F. Administrative Responsibilities

1. Assist in implementing daily building operations and services (e.g., duty logs, roommate agreements, front desk operation, room inspections, roster verifications, fire drills, etc.).
2. An RA's exact duties may vary depending on his or her assignment.
3. An RA may also be assigned other duties or tasks as assigned by their direct supervisor, the Assistant Director or the Associate Director for Residence Life.
4. Utilize the Residence Life Staff Manual as a resource.

G. Policy Enforcement/Crisis Intervention Responsibilities

1. Possess a solid grasp of information contained in the Student Handbook. Inform residents of all Student Housing and University policies.
2. Confront students who impose upon community standards and violate Student Housing and/or University policies. Document incidents and policy violations in a timely manner.
3. Maintain building safety and security. Respond to emergencies and crisis situations as they occur

H. Role Model

1. Conduct yourself in an honest, conscientious and courteous manner at all times, showing respect for persons of all backgrounds, races, genders, interests and abilities. Resident Advisors are further expected to confront persons who do not exhibit this respect for individuals.
2. Serve as a role model by abiding by all University and Student Housing policies. This includes all policies concerning purchase, possession and consumption of alcohol. Obvious intoxication at any time on the part of a Resident Advisor does not fit within the framework of a positive role model regardless of age.

I. Communication and Referral

1. Provide residents with information on University resources and refer residents to appropriate services.
2. Maintain on-going communication with the Resident Director, Assistant Director for Residence Life and/or the Student Housing Office in regard to issues or concerns related to the residents or facilities.