JOHN FELICE ROME CENTER (JFRC)  
RESIDENT ASSISTANT EXPECTATIONS AND REQUIREMENTS

RA Minimum Qualifications

- RAs must be an undergraduate student with at least sophomore standing (24 credit hours completed) and must have completed at least one semester of enrollment at Loyola University Chicago prior to beginning their role as an RA.
- RAs must be a full-time registered student (no more than 18 and no less than 12 credit hours per semester).
- RAs must have a 2.75 cumulative GPA at the time of application and maintain a 2.75 cumulative and semester GPA for the duration of their appointment.
- RAs must be available to partake in a rotating duty schedule with shifts 6pm-8am on Sunday through Thursday and 6pm-8pm on Friday to Monday. Please keep in mind this may limit the number of evening classes you can take.
- To facilitate the community living experience, RAs must live in the residence hall assignment provided by the Department of Residence Life for the duration of their appointment.
- RAs must remain in good standing with the Department and University, including no significant or recent student conduct history.
- RAs must become familiar with and act in accordance with the Department of Residence Life’s “Mission Statement” and “Diversity Statement.”
- RAs must successfully pass a criminal background check conducted in conjunction with Human Resources.

RA Compensation

- JFRC RAs will be provided a residence hall assignment by the Department of Residence Life for the duration of their appointment.
- JFRC RAs will be provided a meal plan for the duration of their appointment.
- JFRC RAs will receive a stipend at the conclusion of each semester ($550 for New RAs and $600 for returning RAs).
  - Should an RA leave their role during their appointment, they will receive a pro-rated amount based on length of service during the academic semester.

Mandatory Dates

**Please note: ALL dates may be subject to change by the Department of Residence Life.**

All RAs are required to attend, participate, and successfully complete all trainings, meetings, and departmental processes. Exceptions to miss any session/portion of mandatory dates are at the discretion of departmental leadership and are only granted due to extenuating circumstances or unavoidable academic conflicts.

If you are considering other Student Leader positions, please be sure to reference mandatory dates for all positions.

**Please note that Fall and Winter training may change location pending logistics with the JFRC team and campus. Details will be finalized by the time offers are sent out.**

- **Spring Orientation:** March 28th, 2023, 5-7pm
  - All newly hired and returning RAs will attend for RA orientation.
- **Summer Online Training**
  - Some components of training may be requested to be completed online prior to the start of fall training.
- **Fall RA Move-In for Training:** Sunday, August 6, 2023
  - Fall JFRC RAs will be provided housing as needed for the duration of training. Spring JFRC RAs with a fall housing placement will be able to move into their assigned space. RAs will not be permitted to move in earlier than this date. Should you need to arrive earlier, you will be responsible for finding an alternative location to stay.
- **Fall RA Training:** Sunday, August 6-Sunday August 20, 2023
Community and Student Developer
- JFRC RAs help to create and maintain a friendly, respectful, and inclusive atmosphere that stimulates academic and personal growth for everyone in the JFRC study abroad campus community.
- JFRC RAs are expected to become acquainted with all residents at the Loyola Rome Center. They should maintain contact with each resident in order to promote personal well-being and facilitate community development.
- JFRC RAs serve as a primary resource for residents and should be familiar with services and opportunities provided by staff at the JFRC campus, and other university departments and offices.
- JFRC RAs will be attuned to the personal and social needs of residents. They will refer to their direct supervisor, when necessary, those students needing additional assistance beyond the scope of an RA.
- JFRC RAs will actively hold their community accountable when being made aware of language and actions that are motivated by bias.
- JFRC RAs will be knowledgeable of and able to interpret and communicate JFRC and University policies to residents.

Role Model and Student Leader
- JFRC RAs will serve as positive role models for all students. This includes but is not limited to modeling appropriate and mature behavior both on and off campus, as well as, via digital and social media.
- As members of the JFRC Rome Student Life and Department of Residence Life team, JFRC RAs are expected to support the vision, mission, values, philosophies, and goals of the Loyola Rome Center and University.
- JFRC RAs are responsible for abiding by, upholding and enforcing all [JFRC Community Standards](mailto:jfrcestd@luc.edu) and University Community Standards.
- JFRC RAs is expected to abide by all JFRC policies, university policies and Rome Residence Life team expectations as described and provided in training sessions and through supervision.
- JFRC RAs are expected to role model the Department's “Diversity Statement” by actively engaging in team development around social justice, equity, and inclusion.

Duty and Crisis Response
- JFRC RAs will respond to emergency and non-emergency situations and contact the appropriate staff for assistance as necessary and as directed.
- JFRC RAs will participate in a rotational duty schedule, which will require that they serve on-duty for 6-8 nights per month (including weekends).
- When on duty over the weekend, JFRC RAs will organize and provide an activity or event for residents to attend.
- JFRC RAs are not required to assist with duty over breaks.
- JFRC RAs are expected to adhere to duty protocols and procedures as described and provided in training sessions and through supervision.
- JFRC RAs should enforce policies consistently and actively identify ways to remove bias from the response to student concerns and crises.
Community Engagement

- JFRC RAs plans, publicizes, implements, and evaluates educational and social programs for residents.
- JFRC RAs may facilitate roommate agreements at the beginning of each semester and will facilitate conversations when roommate conflicts arise. RAs will keep supervisors informed of situations with roommates in their community.
- In the spirit of cura personalis, JFRC RAs are responsible for supporting the unique needs of the individuals in their communities. In partnership with our residents, RAs will build communities focused on mutual respect and support.
- JFRC RAs should be visible, approachable, and regularly available to their residents and JFRC community.
- JFRC RAs will organize and facilitate community meetings to discuss issues, plan activities, and share relevant information. RAs are encouraged to think creatively to plan engaging opportunities for their residents to connect with one another.

Collaboration as a Team Member

- JFRC RAs are expected to maintain good communication with the JFRC leadership staff, their peer RAs, and other residence life student leaders regarding community issues, activities and development.
- JFRC RAs will honor the individual identities of their team by engaging in development opportunities to understand their own identity development.
- JFRC RAs should initiate and maintain awareness of and collaboration with all JFRC campus partners, including but not limited to the JFRC Director and senior JFRC leadership, staff, and faculty, and (where applicable) LUC Residence and Student Life staff and administrators.
- JFRC RAs will assume responsibility for other duties as communicated by the JFRC Director, JFRC senior leadership, and other JFRC or Department of Residence Life staff.

Administrative Responsibilities

- JFRC RAs agree to assist with annual JFRC programs and processes including but not limited to fire drills, health and safety inspections, opening and closing of the residence rooms. Which includes completing all necessary paperwork and follow up in a timely manner.
- JFRC RAs must complete all necessary written reports properly and on time including but not limited to: incident reports, program proposals/summaries, duty logs, and all other forms as assigned by JFRC leadership.
- JFRC RAs will check campus mail, voicemail, and email daily to facilitate clear communication channels and disseminate information to residents in a timely manner as directed by the supervisor.

Time Commitment

- JFRC RAs are selected to serve for one fall semester or one spring semester.
- The JFRC RA position requires approximately 20 hours of time per week. The RA should expect that some weeks will require more than 20 hours per week, though some weeks will require less than 20 hours per week.
- In accepting the JFRC RA position, the RA agrees that the RA position assumes priority over all other extra-curricular and co-curricular activities with the exception of academics. The JFRC RA may be asked to limit activities should the activities impede upon or negatively affect the RA’s performance.
  - Since activities and commitments may create time or priority conflicts, the JFRC RA will limit involvement in other leadership positions, employment, or outside activities to a maximum of 12 hours per week.
  - Any additional time commitments will need to be approved by their supervisor.
- The RA will not be permitted to hold leadership positions, employment, or participate in outside activities that could significantly conflict with the JFRC RA role and/or mandatory dates.
- RAs are expected to be available for regular team as determined by the JFRC supervisor.
- At the conclusion of each semester, the RA will remain in the residence hall up to 24 hours after the official closing of the building/area as determined by the JFRC supervisor.
- All RAs are required to participate in and help lead the JFRC community during JFRC Orientation, academic study trips, end of semester events, final exams, and other designated community events during each semester, as requested by the JFRC Resident Director.
- Excluding official University break periods, a supervisor must approve and be informed of extended/significant time away from campus.