Department of Residence Life
2027-2028 Chicago Resident Assistant Role Description
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CHICAGO 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 2.5 cumulative GPA *at the time of application* and maintain a 2.5 cumulative ***and*** semester GPA for the duration of their appointment.
- RAs must be available to partake in a rotating duty schedule with shifts 8pm-8am on Sunday through Thursday and 8pm-8pm on Friday, Saturday, and days offices are closed. Please keep in mind this may limit the number of evening classes you can take.
- RAs must live in the housing assignment provided by the Department of Residence Life for the duration of their appointment. Placement may be in a first-year community, second year community, or upper division community and may include a Living Learning Community. Placements will be shared at time of hire notice.
- RAs must remain in good standing with the Department and University, including no significant conduct history.
- RAs must successfully pass a criminal background check conducted in conjunction with Human Resources.

Loyola does not discriminate in its employment policies and practices on the basis of race, color, religion, national origin or ancestry, sex, age, marital status, veteran's status, physical or mental disability, or any other classification protected by applicable law.

RA Compensation

- RAs will be provided a residence hall assignment by the Department of Residence Life for the duration of their appointment.
- RAs will be provide one of two meal plan options. Sophomore standing RAs may opt into the 7-day, Plan 1 meal plan. Junior and Senior standing RAs may opt into the 7-day, Plan 1 meal plan OR the Block 100 meal plan.
- RAs will receive a stipend at the conclusion of each semester ($650 for New RAs and $700 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.
- RAs will receive priority registration for classes.
    - RAs are expected to use this benefit to ensure their class schedule aligns with mandatory Tuesday meetings.

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.* ***Failure to attend mandatory training periods or meetings may result in probation or termination of the RA role.***

If you are considering other Student Leader positions, ***please be sure to reference mandatory dates for all positions to avoid conflicts.*** *Common training and move-in conflicts arise with leadership positions within CSIB, Peer Advisors, SRCR, as well as Desk Managers. We will* ***not*** *excuse RAs from the below mandatory dates for conflicts with other student leadership positions.*

- **Spring Orientation:** Tuesday, March 23, 2027, 5-7pm
    - All newly hired and returning RAs are expected to attend RA orientation.
- **Summer Online Training**
    - Components of training may be requested to be completed online prior to the start of fall training.
- **RA Staff Meetings:** Every Tuesday 4:30-6:00pm
- **One on One Meetings:**
    - RAs are expected to be available for 30-60 minutes on a weekly/biweekly basis to meet one on one with their supervisor during business hours (8:30am-5pm)
- **Fall RA Move-In**: Wednesday, August 4th, 2027
- **Fall RA Training**: Thursday, August 5th - Saturday, August 21st, 2027
    - Any RA requesting to enroll in a summer class that overlaps with training must seek permission and approval from the Department of Residence Life. Only requests for courses that are required for timely

academic/major progress will be approved. **RAs will not be excused for other outside commitments.**

- **Fall Resident Move-In:** Sunday, August 22nd- Thursday, August 26th, 2027
  - RAs will be assigned to move-in shifts for their assigned building as well as additional assistance in other buildings throughout the week of move-in. *Additionally, move-in assistance will be required during certain days of the RA training block.*
- **Fall Health and Safety Checks:** October.
- **Fall Hall Closing:** Saturday, December 18th - Monday, December 20th, 2027
  - RAs will be released by noon on Monday, December 20th
- **Winter RA Move-In:** Thursday, January 13th, 2028
- **Winter Training**: Friday, January 14th - Saturday, January 15th, 2028
  - Any RA requesting to enroll in a J-Term class must seek permission and approval from the Department of Residence Life. Only requests for courses that are required for timely academic/major progress will be approved. **RAs will not be excused from training for other outside commitments.**
- **Spring Health and Safety Checks:** March.
- **RA End of Year Banquet:** April 4, 2028 (Tentative)
- **Spring Hall Closing:** Saturday, May 6th - Monday, May 15th, 2028
  - RAs will be released by noon on Monday, May 15th

Community and Student Developer

- RAs should be visible, approachable and regularly available to their residents and floor community.
- RAs are responsible for building communities focused on mutual respect and support that stimulate academic and personal growth for the community while supporting the unique needs of the individuals in their communities.
- RAs serve as a resource for residents and should be familiar with the services and opportunities provided by Residence Life, the Division of Student Development, and other university departments and offices.
- RAs will follow all programmatic and resident connection requirements as outlined in the Residential Education Curriculum.
- RAs will mediate roommate conflicts as they arise. RAs will keep supervisors informed of situations with roommates in their community.

Role Model and Student Leader

- 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.
- RAs are expected to support the vision, mission, values, philosophies, and goals of the Department of Residence Life.
- RAs are responsible for abiding by, upholding and enforcing the LUC Community Standards.
- 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

- RAs will respond to emergency and non-emergency situations, following appropriate protocol.
- RAs will participate in a rotational duty schedule, which will require that they serve on-duty equitably based on the size of their team. Duty response may involve walking multiple buildings nightly.
- RAs will cover front desks while on duty as needed by request of professional staff.
- RAs will assist in providing duty coverage during academic breaks and holidays when the University is closed. ***Including Fall, Thanksgiving, and Spring breaks.*** *Winter break is covered separately based on interest from the entire RA team.*
- RAs are expected to adhere to duty protocols as described and provided during training and through supervision.

Collaboration as a Team Member

- RAs are expected to maintain good communication with their peer RAs and other residence life student leaders/professional staff regarding community issues, activities and development.
- RAs should maintain awareness of and collaboration with campus partners, such as Campus Ministry, Wellness Center, Campus Safety, SRCR, CSIB, and faculty associated with the Living Learning Communities (as applicable).
- RAs will honor the individual identities of their team by engaging in development opportunities to understand their own identity development.
- RAs will participate in a team collateral assignment each semester and will assume responsibility for other duties as communicated by the Department of Residence Life.

Administrative Responsibilities

- The RA agrees to assist with annual departmental processes including but not limited to RA selection, health and safety inspections, fire drills, room selection, and opening and closing of the halls.
- The RA must complete all necessary written reports properly and on time including but not limited to: incident reports,

program proposals/summaries, residential connections, duty logs, and all other forms as assigned by hall leadership. All written reports must be submitted based on Departmental and University expectations and be free from personal bias.

- The RA will check campus staff mailbox and email daily to facilitate clear communication channels and disseminate information to residents in a timely manner as directed by the Department of Residence Life.
- RAs will complete performance evaluations each semester.

Time Commitment

- **The Chicago RA role is one academic year commitment.** RAs may be selected to return in the position pending successful rehire application and process.
- The RA role requires approximately 20 hours of time per week. 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 RA role, the RA agrees that the RA role assumes priority over all other extra-curricular and co-curricular activities except for academics. The 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 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.
- All RAs are required to be on campus and in their designated communities during the first weekend of the fall and spring semesters to assist residents.
- Excluding official University break periods, a supervisor must approve and be informed of extended/significant time away from campus.