Department of Residence Life
2027-2028 Rome Center Resident Assistant Role Description
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LOYOLA'S ROME CENTER
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**, but are encouraged to not take more than 4 classes during their appointment in Rome.**
- 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. This role is contingent upon being accepted into the Rome Center program.
- RAs must be available to partake in a rotating duty schedule with shifts 6pm-8am Sunday through Thursday and 6pm-6pm Friday to Saturday. 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 Rome Center 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 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.

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

- Rome Center RAs will be provided a Rome Center residence hall assignment by the Department of Residence Life for the duration of their appointment (Fall OR Spring Semester).
- Rome Center RAs will be provided a Rome Center meal plan for the duration of their appointment.
- Rome Center RAs will receive a stipend at the conclusion of their appointed semester ($550 for New RAs and $600 for returning RAs).

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. ***Rome Center RAs will not be permitted to hold additional positions/internships during their RA appointment.***

***Please note that Fall and Winter training may change pending logistics with the Rome Center team and campus. Dates are to be determined based on the academic schedule for 2027-2028. ***

- **Spring Orientation:** 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.
- **Virtual Fall RA Training**: Wednesday, August 4th- Friday, August 20th, 2026
  - *Please note this is subject to change and will not be all days. As the Chicago RA Training schedule is finalized, we will finalize Rome training.*
  - 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.

- **Fall Rome Center RA Arrival to Rome:** 2 days prior the official move-in date for fall semester students
  - *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 Rome Center Orientation:** entire week of move-in, plus one weekend day the following week
- **Fall Rome Center RA Departure:** Same as mandatory departure for other students
- **Spring Rome Center RA Arrival to Rome:** 2 days prior the official move-in date for spring semester students
  - *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.*
- **Spring Rome Center Orientation:** entire week of move-in, plus one weekend day the following week
- **Spring Rome Center RA Departure:** Same as mandatory departure for other students

Community and Student Developer

- Rome Center RAs should be visible, approachable, and regularly available to their residents and Rome Center community.
- In the spirit of *cura personalis,* Rome Center RAs are responsible for supporting the unique needs of individuals in their communities. RAs will build communities focused on mutual respect, support and growth.
- Rome Center RAs serve as a resource for residents and should be familiar with services and opportunities provided by staff/departments at the Rome Center campus.
- Rome Center RAs plans, publicizes, implements, and evaluates educational and social programs for residents.
- Rome Center RAs will mediate roommate agreements as needed and will facilitate conversations when roommate conflicts arise. RAs will keep supervisors informed of situations with roommates in their community.
- Rome Center RAs will facilitate community meetings to discuss issues, plan activities, and share relevant information.

Role Model and Student Leader

- Rome Center 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.
- Rome Center RAs are expected to support the vision, mission, values, philosophies, and goals of the Loyola Rome Center and University.
- Rome Center RAs are responsible for abiding by, upholding and enforcing all Rome Center Community Standards and University Community Standards.
- Rome Center 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

- Rome Center RAs will respond to emergency and non-emergency situations and contact the appropriate staff for assistance as necessary and as directed.
- Rome Center 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, Rome Center RAs will organize and provide an activity or event for residents to attend.
- Rome Center RAs are not required to assist with duty over breaks and are able to travel.
- Rome Center RAs are expected to adhere to duty protocols and procedures as described and provided in training sessions and through supervision.
- Rome Center RAs should enforce policies consistently and actively identify ways to remove bias from the response to student concerns and crises.

Collaboration as a Team Member

- Rome Center RAs are expected to maintain good communication with the Rome Center leadership staff, their peer RAs, and other residence life student leaders regarding community issues, activities and development.
- Rome Center RAs will honor the individual identities of their team by engaging in development opportunities to understand their own identity development.
- Rome Center RAs should initiate and maintain awareness of and collaboration with all Rome Center campus partners.

- Rome Center RAs will assume responsibility for other duties as communicated by the Rome Center Director, Rome Center senior leadership, and other Rome Center or Department of Residence Life staff.

Administrative Responsibilities

- Rome Center RAs agree to assist with annual Rome Center 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.
- Rome Center RAs must complete all written reports and forms properly and on time as assigned by Rome Center leadership.
- Rome Center 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

- Rome Center RAs are selected to serve for one fall semester OR one spring semester.
- The Rome Center 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 Rome Center 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 Rome Center RA may be asked to limit activities should the activities impede upon or negatively affect the RA's performance.
- The RA will not be permitted to hold leadership positions, employment, internships or participate in outside activities that could significantly conflict with the Rome Center RA role and/or mandatory dates.
- RAs are expected to be available for regular team meetings as determined by the Rome Center supervisor.
- All RAs are required to participate in and help lead the Rome Center community during Rome Center Orientation, academic study trips, end of semester events, final exams, and other designated community events during each semester, as requested by the Rome Center Resident Director.
- Excluding official University break periods, a supervisor must approve and be informed of extended/significant time away from campus.