JOHN FELICE ROME CENTER (JFRC)
RESIDENT ASSISTANT POSITION DESCRIPTION

The Resident Assistant (RA) position is a unique leadership opportunity for students to meaningfully contribute to the residential community at Loyola University Chicago’s Rome Center Campus. In their work, RAs serve as resources, community builders, administrators, role models, and peer educators with our residents, both LUC and partner institution undergraduates. As members of the Rome Center team, RAs work collaboratively with leadership staff to create a vital and engaged living-learning community. Together, the residence hall team provides programs and services that support the mission, vision, and values of the John Felice Rome Center. With the goal of creating transformative living environments on the Rome campus, RAs are responsible for building and facilitating a positive and effective community. The RA is member of JFRC Student Life and reports directly to the JFRC Resident Director.

Role Model and Student Leader
RAs uphold and adhere to all JFRC policies and standards at all times. RAs honor and support the Rome Center’s commitment to diversity and academic excellence as a campus of Loyola University Chicago. RAs uphold Loyola University Chicago’s mission as well as incorporate the the Rome Center’s vision, mission, and values into their work. RAs serve as positive role models for all students by demonstrating appropriate and mature behavior both inside and outside the JFRC campus. RAs provide leadership to residents and help to create and maintain an accepting and respectful community atmosphere that stimulates student learning and development for everyone. RAs enforce JFRC policies, confront student behavior, and document student behavior and/or situations when necessary.

Student Resource
The RA is a primary resource for residents and must be familiar with the operations, programs, and services provided by the Loyola Rome Center, the Department of Residence Life, Division of Student Development, and other University departments. RAs establish rapport with residents on their floor or community through attentive listening, genuine care and support, awareness of student needs, and appropriate consultation and referral. RAs need to demonstrate effective written and oral communication skills. RAs must be available and able to respond to local and international emergency situations that include psychological, physical, maintenance, and natural/environmental crises.

Community and Student Developer
RAs promote community and student development at the JFRC through social and educational programming as determined by the JFRC Director and in consultation with JFRC leadership staff, including the JFRC Assistant Dean of Students, the JFRC Resident Director, and Assistant Resident Directors, as well as the Department of Residence Life’s Community Engagement Plan. The programmatic goal is to create a dynamic, healthy, and inclusive residential community that engages students in active learning. RAs are expected to plan and implement high-quality educational programs each semester and contribute to study abroad campus programming efforts that foster campus traditions. RAs facilitate an open and welcoming community by providing well-presented and up-to-date bulletin boards.

Team Member
As a member of Rome Residence Life, it is vital that each RA actively contributes to team meetings, on and off-campus programs, and Rome programs and processes. It is necessary for RAs to work closely with the JFRC Director and other JFRC leadership staff, peer RAs, and JFRC Residence Life staff to establish proper communication, consistency, efficiency, and support. To adequately balance academic demands with the duties and responsibilities of this position, RAs are expected to limit outside involvement (e.g. student organizations, employment, internships).

Administrator
There are departmental forms and reports aligned with various functions of the RA position that must be completed in a timely and thorough manner. RAs are required to be on duty one or more nights per week, attend mandatory JFRC Rome Center team meetings, and weekly one-on-one meetings with a direct supervisor. RAs also assist in coordinating campus-wide processes such as RA selection and training, survey administration, room selection, and residence hall opening and closing, etc. RAs disseminate information to their residents via verbal communication as well as through email, signs, and posters on behalf of JFRC Residence Life.
RESIDENT ASSISTANT EXPECTATIONS AND REQUIREMENTS

RA Minimum Qualifications
- To facilitate the community living experience, RAs must live in the JFRC residence assignment provided by the Department of Residence Life for the duration of their appointment.
- 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.
- The RA must be a full-time registered student (undergraduates must enroll in no more than 18 and no less than 12 credit hours per semester; graduates must enroll in 9 credit hours per semester), with no more than one evening class (that continues past 7:00 pm) per week each semester.
- RAs must have 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 remain in good standing with the Loyola Rome Center and the University, including no significant or recent student conduct history.
- RAs must successfully pass a criminal background check conducted in conjunction with the Human Resources office.

Community and Student Developer
- The RA helps to create and maintain a friendly, respectful, and accepting atmosphere that stimulates academic and personal growth for everyone in the JFRC study abroad campus community.
- 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.
- The RA serves as a primary resource for residents and should be familiar with services and opportunities provided by JFRC Residence Life, the Division of Student Development, and other university departments and offices.
- The RA 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.
- The RA is responsible for abiding by, upholding and enforcing all JFRC campus and university policies.
- The RA will be knowledgeable of and able to interpret and communicate JFRC and University policies to residents.

Role Model and Student Leader
- The RA 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 Residence Life team, RAs are expected to support the vision, mission, values, philosophies, and goals of the Loyola Rome Center.
- The RA is expected to abide by all JFRC policies, university policies and Rome Residence Life team expectations as described and provided by the JFRC Director and leadership staff, in training sessions, the RA Manual, and through supervision.

Duty and Crisis Response
- RAs will respond to emergency and non-emergency situations and contact the appropriate staff for assistance as necessary and as directed.
- RAs will participate in a rotational duty schedule, which will require that they serve on-duty for 6-12 nights per month (including weekends).
- RAs will assist in providing duty coverage during academic breaks and holidays when the University is closed.
- RAs are expected to adhere to duty protocols and procedures as described and provided by the JFRC Director and leadership staff, in training sessions, the RA Manual, and through supervision.
Community Engagement

- The RA plans, publicizes, implements, and evaluates educational and social programs for residents.
- The RA will follow all requirements as outlined in the Residential Curriculum. RAs will receive this curriculum, including the corresponding expectations, during training.
- RAs will 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.
- RAs should be visible, approachable, and regularly available to their residents and JFRC community.
- The RA will organize and facilitate community meetings to discuss issues, plan activities, and share information.

Collaboration as a Team Member

- RAs are expected to maintain good communication with the JFRC Director and JFRC leadership staff, their peer RAs, and other residence life student leaders regarding community issues, activities and development.
- RAs should involve and work collaboratively with JFRC senior leadership, staff, and faculty in the pursuit of fostering community.
- 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.
- RAs will assume responsibility for other duties as communicated by the JFRC Director, JFRC senior leadership staff, the JFRC Resident Director and/or the Department of Residence Life.

Administrative Responsibilities

- The RA agrees to assist with annual JFRC programs and processes including but not limited to RA selection, health and safety inspections, room selection, opening and closing of the residence rooms.
- The RA will perform opening and closing inspections, and health and safety inspections of rooms and apartments in their assigned area, which includes completing all necessary paperwork and follow up in a timely manner.
- The RA must complete all necessary written reports properly and on time including but not limited to: weekly reports, incident reports, program proposals/summaries, duty logs, and all other forms as assigned by JFRC leadership.
- The RA 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 JFRC Resident Director.

Time Commitment

- JFRC RAs are selected to serve for fall semester, spring semester, or the entire year. The specific length of an individual position will be stated at the time the position is offered to the candidate.
- 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 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.
  - The RA will not be permitted to hold leadership positions, employment, or participate in outside activities that could significantly conflict with the RA position. This includes but is not limited to the Orientation Leader position, NCAA Athletics, SGLC Executive Board positions, and Residence Hall Association Executive Board positions.
- RAs are expected to be available for regular weekly meetings as well as weekly hall team meetings, as determined by the JFRC Resident Director.
  - Any RA requesting permission to schedule a class during weekly team meetings must provide documentation from academic department or advisor that there are no course alternatives and that the course is necessary to progress toward graduation. It is the RA’s responsibility to discuss any potential academic conflict with his/her direct supervisor and departmental leadership prior to enrollment.
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 Resident Director.

- RAs are expected to assist with duty coverage during Fall, Thanksgiving, Spring, and/or Easter Breaks. Duty for these breaks is split evenly among the RA team. No vacation/travel plans should be made until duty coverage has been assigned.
- 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 weekend absences and any overnight absences on weeknights.

Training and Evaluation

- All RAs for JFRC Rome Student Life are required to attend, actively participate, and successfully complete all trainings. Exceptions to miss any session/portion of training are only granted in extreme circumstances at the discretion of the JFRC Director, JFRC senior leadership, and the JFRC Resident Director. Details for JFRC training will be confirmed by the JFRC Director and LUC Residence Life, taking into account the specific needs and processes related to the Rome Center campus. In general, the following dates serve as reasonable guidelines. Details will be forthcoming regarding Chicago and Rome campus training sessions, move-in, etc. Training for JFRC RAs will begin in Chicago with training being completed on-site at in Rome.
  - **Spring Orientation for all JFRC RAs**
    - Friday, March 22, 2019, 4:00pm-6:30pm
    - Friday, March 29, 2018, 4:00pm-6:30pm
  - **Summer Online Training for all JFRC RAs** (components completed individually online prior to the start of fall training)
  - **Fall Training in Chicago for all JFRC RAs**
    - RA Move-In at Lake Shore Campus: Saturday, August 3, 2019
    - RA Training in Chicago: Sunday, August 4 – Friday, August 16, 2019
  - **Fall Training in Rome for Fall Semester and Full-Year JFRC RAs:** Sunday, August 18 – Sunday, August 25, 2019
  - **Winter Training for Full-Year and Spring Semester JFRC RAs:** January 2020 (TBD)
  - Any additional mandatory training sessions as designated by the JFRC and/or LUC Department of Residence Life

- Because of the critical nature of fall and winter training and the amount of information covered during this time, any RA requesting to enroll in a summer/winter class that overlaps with training must seek permission and approval prior to enrolling in the course(s). Only requests for courses that are required for timely academic/major progress will be approved.

- Supervisors will evaluate the RA’s performance regularly. Formal evaluations will be completed at the end of each semester.

- Application/interviews for reappointment to the position are required for RAs wishing to return to the position in subsequent semesters/years.