



RESIDENT ASSISTANT EXPECTATIONS AND REQUIREMENTS

RA Minimum Qualifications

- 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 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.
 - Undergraduate RA positions will serve undergraduate floors and buildings while graduate RA positions will serve floors/buildings housing graduate students.
- While serving in the role, at least 50% of the RA's classes must take place at Water Tower or Lake Shore Campus.
- 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 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.

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 community.
- RAs are expected to become acquainted with all residents in their designated community. 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 the services and opportunities provided by 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 residence hall and university policies.
- The RA will actively hold their community accountable when being made aware of language and actions that are motivated by bias.
- The RA will be knowledgeable of and able to interpret and communicate residence hall 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 Department of Residence Life team, RAs are expected to support the vision, mission, values, philosophies, and goals of the department.
- The RA is expected to abide by all residence hall policies, university policies and Residence Life team expectations as described and provided in training sessions and through supervision.
- 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, 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 equitably based on the size of their team. Duty response may involve walking multiple buildings nightly.
- 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 in training sessions and through supervision.
- RAs should enforce policies consistently and actively identify ways to remove bias from the response to student concerns and crises.

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.
- If applicable, 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.
- In the spirit of *cura personalis*, the RA is 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.
- RAs should be visible, approachable and regularly available to their residents and floor community.
- The RA will organize and facilitate community meetings to discuss issues, plan activities, and share information. RAs are encouraged to think creatively to plan engaging opportunities for their residents to connect with one another.

Collaboration as a Team Member

- RAs are expected to maintain good communication with their peer RAs and other residence life student leaders regarding community issues, activities and development.
- RAs should involve and work collaboratively with other departmental student leaders (Desk Receptionists and Managers, Hall/Area council, RHA) in the pursuit of fostering community.
- RAs should initiate and maintain awareness of and collaboration with campus partners, including but not limited to Campus Ministry, Wellness Center, Student Diversity and Multicultural Affairs, Campus Safety, the Office of Student Conduct and Conflict Resolution, and (where applicable) faculty and Administrative Partners associated with the Learning Communities.
- RAs will honor the individual identities of their team by engaging in development opportunities to understand their own identity development.
- RAs will assume responsibility for other duties as communicated by the Resident Director and/or the Department of Residence Life.

Administrative Responsibilities

- The RA agrees to assist with annual departmental programs and processes including but not limited to RA selection, health and safety inspections, fire drills, room selection, opening and closing of the halls.
- 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 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.

Time Commitment

- 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 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 role. This includes but is not limited to, NCAA Athletics, SGLC Executive Board positions, National Residence Hall Honorary, and Residence Hall Association Executive Board positions.
- RAs are expected to be available Tuesday evenings between **4:30 pm – 6:30 pm** for weekly hall team meetings.
 - 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 the course is necessary to progress toward graduation. It is the RA's responsibility to discuss any potential academic conflict with their direct supervisor and departmental leadership prior to enrollment.
- At the conclusion of each semester, the RA will remain in the residence hall to support Hall Staff for official closing of the building/area as determined by the Department of Residence Life.

- 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 hall team. No vacation/travel plans should be made until duty coverage has been assigned.
- All RAs are required to be on campus and in their designated communities during the first weekend of the fall and spring semesters and the weekend before final exams during each semester.
- 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 are required to attend, participate, and successfully complete all trainings. Exceptions to miss any session/portion of training are only granted in extreme circumstances at the discretion of departmental leadership. ****Please note: ALL dates may be subject to change by the Department of Residence Life.**
 - **Spring Orientation:** RAs must attend this session below.
 - March 29th, 2022, 5:30-7:00pm
 - **Summer Online Training** (components completed individually online prior to the start of fall training)
 - **Fall Training & Move-In**
 - **RA Move-In:** Wednesday, August 10, 2022
 - **RA Training & Campus Move-In:** Thursday, August 10– Monday, August 29, 2022
 - Because of the critical nature of fall training and the amount of information covered during this time, any RA requesting to enroll in a summer/winter class or maintain an outside commitment (employment, leadership position, etc.) 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.
 - **Winter Training:** January 11-15, 2022, subject to change.
 - Any additional mandatory training sessions as designated by the Department of Residence Life.
- Supervisors will evaluate the RA's performance regularly. Formal evaluations will be completed at the end of each semester. Additionally, RAs will complete self-evaluations.
- Application/interviews for reappointment to the role are required for RAs wishing to return to the role in subsequent years.

Other Important/Mandatory Dates

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

- **RA Group Process Assistance:** January 28th, 2022
- **RA Individual Interview Assistance:** January 31st- February 3rd, 2022
- **RA End of Year Banquet:** TBD

Benefits

- RAs will be provided a residence hall assignment (approximately \$4700 value per semester) by the Department of Residence Life for the duration of their appointment.
- RAs may opt into the 7-day, Plan 1 meal plan or the Block 100 meal plan option, as offered by the University.
- 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.