



## CHICAGO RESIDENT ASSISTANT EXPECTATIONS AND REQUIREMENTS

### RA Minimum Qualifications

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- 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 will be asked to partake in covering winter break shifts.*
- 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 Theme/Living Learning Community.
- 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.

### RA Compensation

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- RAs will be provided a residence hall assignment (approximately \$5700 value per semester) 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 (\$600 for New RAs and \$650 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.

### Mandatory Dates

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**\*\*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.** Common training and move-in conflicts arise with leadership positions with CDI, Peer Advisors, and OSCCR.*

- **Spring Orientation:** March 26<sup>th</sup>, 2024, 5-7pm
  - All newly hired and returning RAs will attend for 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 4:30-6:30pm
- **Fall RA Move-In:** Sunday, August 4, 2024
  - *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 4-Sunday August 18, 2024
  - 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 from training for other outside commitments.
- **Fall Resident Move-In:** Monday August 19-Saturday August 24, 2024
  - RAs will be assigned to move-in shifts for their assigned building as well as where additional assistance may be needed throughout the week of move-in

- **Fall Health and Safety Checks:** Typically mid to late October.
- **Fall Hall Closing:** Saturday, December 14- Monday, December 16, 2024
  - RAs will be released by noon on Monday, December 16<sup>th</sup>
- **Winter RA Move-In:** Thursday, January 9<sup>th</sup>, 2025
  - 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.
- **Winter Training:** Friday, January 10- Saturday, January 11, 2024
  - 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.
- **RA Selection Process Assistance:** Tuesday, January 28- Friday, January 31, 2025
- **Spring Health and Safety Checks:** Typically mid to late March.
- **RA End of Year Banquet:** TBD
- **Spring Hall Closing:** Saturday, May 3- Monday, May 12, 2025
  - RAs will be released by noon on Monday, May 12<sup>th</sup>

### **Community and Student Developer**

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- RAs should be visible, approachable and regularly available to their residents and floor 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 that stimulate academic and personal growth for the community.
- 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.
- The RA will follow all programmatic and resident connection requirements as outlined in the *Residential Education Model*. RAs will receive this curriculum, including the corresponding expectations, during fall training.
- 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.
- The RA will organize and facilitate community meetings to discuss issues, plan activities, and share relevant information.

### **Role Model and Student Leader**

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- 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**

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- 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.

### **Collaboration as a Team Member**

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- 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, such as Campus Ministry, Wellness Center, Center for Diversity and Inclusion, Campus Safety, the Office of Student Conduct and Conflict Resolution, 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 Department of Residence Life.

## Administrative Responsibilities

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

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- **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 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. 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 RA role and/or mandatory dates.
- 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 break, Thanksgiving, spring break, and Easter. 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 to assist residents.
- Excluding official University break periods, a supervisor must approve and be informed of extended/significant time away from campus.