

LOYOLA UNIVERSITY MARYLAND

RESIDENT ASSISTANT JOB DESCRIPTION

The office of student life exists to create empowered, caring and just communities. Resident Assistants are a crucial part of the Student Development Division and Office of Student Life. The RA is essential to creating an educational environment in which all residents are encouraged to achieve their unique potential. In pursuing this goal, the RA assumes many responsibilities.

By having the opportunity to interact with students of diverse backgrounds, the individual student can broaden their awareness of both others and self and gain valuable insight in learning to function as a member of a community. The RA is called to respond to changing needs and situations which requires flexibility, adaptability, enthusiasm, and commitment. The necessary qualifications and major responsibilities of the position are described below.

I. Qualifications

RAs serve as a catalyst in developing community in their residential area while working with the concerns of an individual or group of students. The RA must have good judgment, strength of character, a strong sense of responsibility, and understanding the needs of a diverse group of individuals.

- A. Applicants must be current undergraduate students.
- B. Applicants must have a minimum 2.5 cumulative grade point average (GPA) and a minimum 2.5 semester GPA for the most recent semester.
- C. Applicants must obtain sophomore status by the start of employment.
- D. Applicants must have been a student at Loyola University Maryland for at least one full semester by the start of employment.
- E. Applicants must satisfactorily complete and submit the application and all supplementary materials by the stated deadlines.
- F. Applicants must complete the selection process as scheduled and/or requested to do so.
- G. Applicants must be in good financial and conduct standing with the University.

II. Responsibilities

- A. Building Community
 - a. Fosters a sense of community in their residential area.
 - b. Creates an atmosphere in which students respect each other's rights and appreciate each other's differences as well as provide support for each other.
 - c. Reinforces community standards by challenging students to recognize and resolve conflict.
 - d. Develops good interpersonal relationships with residents while helping them identify their academic and extracurricular needs.

- e. Provides consistent communication with students through individual interaction, updated bulletin boards and community meetings.
- f. Encourages and motivates students to pursue leadership and responsibility in the community as well as throughout campus.
- g. Serves as a referral agent for University services that cater to the academic, social, and personal needs of students.
- h. Assists the Office of Student Life with administrative tasks, such as room inspections, assessment initiatives, staff selection, and room selection.
- i. Maintains a consistent presence in the residential area.

B. Promoting Safety, Respect and Security

- a. Documents violations of the Community Standards.
- b. Facilitates Roommate Agreements which defines outline behavioral standards, norms, and expectations for residents.
- c. Maintains an environment conducive to academic success.
- d. Educates students about the Community Standards in an effort to promote responsibility, accountability, and community well-being.
- e. Confronts inappropriate behavior and follows procedures for referral to professional staff.
- f. Promptly responds to personal and medical emergencies according to departmental crisis response guidelines which are outlined in training.
- g. Serves in an on-duty rotation within their residential area to ensure the safety, security, and maintenance of the halls.
 - 1. While on duty, RAs must remain present in their residential area during their 8pm-8am shift, respond to the area duty phone, and conduct regularly scheduled rounds.
- h. Serves as a role model to residents through academic achievement, responsible behavior, concern for others, and leadership.

C. Programming

- a. Develops, implements and evaluates social and educational programs as outlined by the Assistant Director.
- b. Assesses the residents' interests and needs.
- c. Meeting the educational aims of the department.
- d. Involves faculty, Jesuits, RHA, peer educators, and other resources to engage in student events.

D. Serving as a Team Member

- a. Participates in the Office of Student Life's RA Fall, Winter and Spring Training Program as well as monthly in-services.
- b. Attends weekly staff meetings, one on ones, and area meetings as directed by their Assistant Director and Graduate Residence Coordinator.
- c. Meets with the Graduate Residence Coordinators on a regular basis to discuss performance and personal concerns.

- d. Participates in formal evaluation sessions once a semester with the Graduate Residence Coordinator, under the guidance of the Assistant Director.

III Abbreviated Terms of Employment

- A. The employment period is one entire academic year. Special consideration may be made on a case by case basis for RAs studying or returning from abroad.
- B. Assists with the opening and closing of the halls each semester and all vacation periods as directed by the Assistant Directors of Student Life and outlined in the terms of employment.
- C. All Resident Assistants must return to campus prior to the start of Fall Orientation for staff training. Exact dates will be determined by the Office of Student Life.
- D. Responsible for scheduled duty coverage.
- E. Resident Assistants will carry a minimum of twelve and no more than eighteen credit hours per semester.
- F. Resident Assistants must maintain a minimum cumulative and semester 2.5 GPA throughout the terms of employment.
- G. The Resident Assistant's primary employment responsibility is the RA position. Limited secondary employment or other extracurricular involvement, not to exceed 10 hours per week, must be approved in advance by the Assistant Director.
- H. The full Terms of Employment will be provided upon offer of the position.

IV Remuneration – Note, these are last year's numbers. We feature them as a point of reference. Exact numbers will be available next semester.

- A. New RAs receive a full room grant (2013-2014 rate - \$10,190) for the entire academic year. In addition, RAs receive \$2,200, split equally between the fall and spring semesters, to be allocated towards their Dining Advantage Account, Evergreen Account, or left as a credit towards your tuition account. All RAs also receive \$400 (\$200/semester) to offset the \$700 comprehensive fee charged each semester by the University.
- B. Returning RAs also receive the full room grant and \$400 fee allotment, but receive \$2,700 (split equally between the fall & spring semesters) to be allocated towards the Dining Advantage Account, Evergreen Account, and Tuition Account.
- C. RAs can split their allocation between all three accounts in any way they desire. All RAs will receive an e-mail from Mike Mansfield, Director of SAS, in late April requesting the student's allocation request for the fall semester. Tuition bills for the fall semester are mailed home the first week of July, and all responses received by then will be reflected on the students fall semester bill. All non-responses will have the entire amount applied toward tuition.

RAs will receive a separate e-mail in November for their spring allocation request.

- D. Meals are provided for Resident Assistants during fall and spring Staff Training Workshops.

FINANCIAL AID CONSIDERATIONS

Your RA compensation package is considered financial aid. If you currently receive financial aid, this compensation could affect your financial aid package and other sources of aid such as loans, grants, etc. You should contact a financial aid counselor to discuss how a staff position might impact your financial aid package before making the decision to apply.