

# **LOYOLA UNIVERSITY MARYLAND**

## **RESIDENT ASSISTANT POSITION DESCRIPTION**

Residence Life and Housing supports the holistic development of the student body by empowering students to create safe, civil, and inclusive living and learning environments. Resident Assistants are a crucial part of the Student Development Division and Residence Life and Housing. 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 self and others 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 have lived on campus for at least two semesters OR obtained sophomore status by the start of employment (Note: Transfer students who have sophomore or above status must have also completed one full semester at Loyola by the start of employment.)
- D. Applicants must satisfactorily complete and submit the application and all supplementary materials by the stated deadlines.
- E. Applicants must complete the selection process as requested.
- F. 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 Residence Life and Housing 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 Area Coordinator.
  - 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 Residence Life and Housing'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 Area Coordinator.
  - c. Meets with the Area Coordinator on a regular basis to discuss performance and personal concerns.
  - d. Participates in formal evaluation sessions once a semester with the Area Coordinator.

### **III. Abbreviated Resident Assistant Agreement**

- A. The employment period is academic year.
- B. Assists with the opening and closing of the halls each semester and all vacation periods as directed by Residence Life and Housing and outlined in the Resident Assistant Agreement.

- C. All Resident Assistants must return to campus prior to the start of the Fall and Spring Semesters for staff training. Exact dates will be determined by Residence Life and Housing.
- 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 Area Coordinator.
- H. The full RA Agreement will be provided upon offer of the position.

### **FINANCIAL AID CONSIDERATIONS**

Because benefits of the position are allocated in the form of a grant, there are implications in terms of financial aid. If you receive financial aid, this is considered as part of your financial aid package and could affect other sources of aid such as loans, grants, workstudy, etc. We urge you to contact a financial aid counselor to discuss how an RA position might affect your financial aid package before making the decision to apply.

*Loyola University Maryland welcomes applicants from all backgrounds who can contribute to its educational mission. Loyola is an Equal Employment Opportunity Employer, seeking applications from underrepresented groups.*