

Congratulations! We would like to offer you a Resident Advisor (RA) position for the 2018-2019 academic year. You have demonstrated through the selection process to have the skills necessary to be successful in the RA position. The Student Housing Office is excited about the opportunity to work with you as a new member of the Residence Life Team.

Please review carefully; there are two steps to accepting this position.

1. Please carefully review the offer letter, employment agreement, and rights and responsibilities document. If you would like to accept the position please initial, sign, and return the Resident Advisor Employment Agreement on the following page to the Student Housing Office by **5pm on Wednesday, February 21, 2018**. Please note that your Resident Advisor position is contingent on remaining in good judicial standing with the University and meeting the academic requirements set forth in the RA Requirements and Responsibilities, which is included at the end of this document for your review.
2. If you choose to accept the offer please sign into the application <https://lmu.erezlife.com>, and accept the position. If you have not already completed the Housing Application for next year, do so as soon as possible.
3. If you choose to decline the offer, please sign into the application <https://lmu.erezlife.com>, and decline the position. If you are declining because of Study Abroad, please email reslifeselection@lmu.edu to ask for deferral onto the alternate list.

It is important that you recognize the impact this award can have on your financial aid. We strongly recommend all RAs meet with a Financial Aid counselor to review their aid package.

Please see below some important dates, and record them on your calendar. All Residence Life Staff members for the 2018-2019 academic year are **required** to attend the following events:

- All RAs are required to attend **ONE** Staff meeting in Spring 2018. You will be notified of the date and location from your Resident Director.
- All new RAs are **REQUIRED** to attend **ONE** Intercultural Weekend. You must sign up to attend one weekend in the Fall 2018 semester. The options for these weekends will be communicated soon and will be in September and/or October.
- All RAs are **REQUIRED** to attend student staff Fall training beginning on **August 7, 2018**. Training continues through Opening Weekend.
- All RAs agree to facilitate **Winter Break building closings** until December 15, 2018. Some assignments may require RAs to be on-call for portions of University breaks, including Winter Break.
- All RAs agree to return for January training which begins on January 10, 2019.
- RAs will get a list of additional important dates during the Spring Staff meetings in March. These dates will represent additional expectations for the RAs during the academic year.

Once again, congratulations! The 2018-2019 academic year looks to be an exciting one for Residence Life at LMU, and we are happy that you will be part of it. If you have any questions, please contact me at jriley14@lmu.edu.

Please print out this letter for your future reference.

Sincerely,
Niecy Riley
Assistant Director for Staffing and Upper Division

Resident Advisor Employment Agreement

This agreement is made and entered into between _____, hereafter referred to as the Resident Advisor, and the Residence Life Program, hereafter referred to as the Program, for the purpose of providing services as a Resident Advisor. *Please read and initial your agreement after each of the items below.*

I agree to abide by rules, policies and procedures of the Program, and to maintain a level of conduct consistent with that expected of a University Official. This includes upholding the Student Conduct Code and all applicable federal, state, and local laws. Resident Advisors are expected to have read and understand these agreements and by signing this form, agree to abide by the particulars of this agreement. I understand that failing to uphold these agreements **at any time** can result in disciplinary action including rescinding my offer of employment ____

I certify that I have read and understand the RA Requirements and Responsibilities. I acknowledge that it is my responsibility to know the information contained within that document. ____

I understand that the award can substantially impact my financial aid package and it is my responsibility to meeting with the Financial Aid office to discuss this impact and make any subsequent decisions regarding aid. ____

I understand that a list of important dates will be provided during March training and that many of these dates will require mandatory attendance. ____

I agree not to hold any other job, on or off campus. Any additional employment – not surpassing 10 hours a week – must be approved by the Program. ____

The term of this agreement shall be from August 7, 2018 - May 16, 2019. ____

In consideration for the services provided by the Resident Advisor, the Program agrees to the following compensation: ____

- A room credit to equal the room charge (valued at approximately \$5,500.00/semester)*
- An O meal plan consisting of \$1,640.00 Lion Dollars & 16 Lion Points per semester for Community Table**
- A stipend ranging from \$1,000 - \$1,650, depending on assignment and paid in biweekly installments.

*If there is early termination of this agreement by either party, the room charge will be credited up to the date of termination.

**Early termination of this agreement by either party will require a prorated return of your meal plan compensation to the Program according to the established meal stipend budgeting plan. Overspending the established meal amount will result in a charge equivalent to the amount overspent being charged to the RA's student account. No refunds will be processed if the RA spends less than the established meal amount.

IX. The agreement may be terminated or rescinded during the term by any of the following:

- Mutual agreement of the parties listed herein.
- The Resident Advisor giving the Program 30 days advanced written notice.
- The Program terminating this agreement if the Resident Advisor fails to fulfill the duties as outlined in the Resident Advisor Position Description, Residence Life Staff Manual and/or this agreement.
- A change in the needs of the Department due to resident population changes, violations of policy, gender designation of the position, etc.

In witness whereof, this agreement is executed the _____ day of _____, _____.
date month year

LOYOLA MARYMOUNT UNIVERSITY

By _____
Assistant Director for Residence Life

By _____
Resident Advisor or Candidate

Date _____

Date _____

CC: File

RESIDENT ADVISOR (RA) REQUIREMENTS AND RESPONSIBILITIES

As a member of the Residence Life Staff, the Resident Advisor (RA) is responsible for establishing and maintaining a positive living environment for residents. The RA reports to the Resident Director (RD) of the building to which he or she is assigned and to the Assistant Director (AD) for that residential area. The RA is responsible for community development activities, administrative functions, policy enforcement, crisis intervention, building duty coverage, and group and individual assistance.

The Resident Advisor position is an essential part of the student residential experience and a significant leadership position, and as such represents a significant time commitment. This may require a staff member to consider limiting other commitments which may require significant time in order to be successful in all remaining areas.

The following are the specific qualifications and general descriptions of the major areas of responsibility. **Additional tasks may be assigned by the Student Housing Office, RD or AD.** Specific expectations are outlined in the Residence Life Staff Manual and by your RD and/or AD in the beginning of the year.

Please note that as remuneration for the position, RAs are provided living accommodations valued at an average of \$5,500.00 per semester, an "O meal plan" valued at \$1,640.00 per semester, and a stipend ranging from \$1000.00 to \$1,650.00 per year (based on assignment) to be paid directly to the RA in installments throughout the academic year. RAs for Living/Learning Communities and some Theme Communities may be paid an additional amount depending on the responsibilities required.

Article I. General Requirements and Responsibilities

- | | |
|--------------|---|
| Section 1.01 | The Resident Advisor must be enrolled as a full-time, degree seeking student, as defined by their college, at Loyola Marymount University during the contract period. The RA must possess and maintain a semester and cumulative grade point average of at least 2.5. A Resident Advisor who receives a semester GPA of less than 2.5, but maintains a cumulative GPA of 2.5 or above, may be placed on probation as long as their semester GPA is above 2.0. This decision is at the discretion of the Assistant Director. |
| Section 1.02 | The Resident Advisor is expected to support the vision, mission, values, philosophies, and goals of Loyola Marymount University, the Division of Student Affairs, and the Student Housing Office. |
| Section 1.03 | The Resident Advisor is expected to support and adhere to the expectations provided to them by their Resident Director and Assistant Director. |
| Section 1.04 | The Resident Advisor must have no active judicial sanction while employed as a Resident Advisor, beginning at the time of application to the end of the employment contract. |
| Section 1.05 | The Resident Advisor must complete two semesters of full-time undergraduate study or one semester of full-time graduate study at LMU by the beginning of first semester of employment. |
| Section 1.06 | The Resident Advisor must have one semester of experience living in a college or university residence hall. |
| Section 1.07 | The terms of the employment agreement are August 7, 2018 through May 16, 2019. |
| Section 1.08 | The Resident Advisor is required to live in an assigned residence hall or apartment space during contract period and abide by all terms and conditions of the Student Housing License Agreement. |
| Section 1.09 | All new Resident Advisors are REQUIRED to attend ONE Residence Life Intercultural Weekend during the first fall semester of employment. |

- Section 1.10 The Student Housing Office can alter or rescind an offer for employment at any time due to resident population changes, violations of policy, gender designation of the position or other changes to the needs of the Department or actions on behalf of the Resident Advisor.
- Section 1.11 Termination of employment by either party, RA or Student Housing Office, during the contract period is subject to the conditions of the Employment Agreement. The Student Housing Office reserves the right to terminate employment of a Resident Advisor for any reason deemed necessary (i.e. student conduct violation, failure to meet job description/expectations, etc.)

Article II. Time Commitments

- Section 2.01 Regularly scheduled commitments include: weekly staff meetings and weekly one-on-one meetings with your supervisor. Staff meetings and one-on-one meetings will be determined by your Resident Director and are a priority over all other meetings and commitments.
- Section 2.02 The Resident Advisor will participate in an on-duty rotation within his/her staff to ensure building duty coverage. Resident Advisors may be asked to provide additional duty coverage for their building during major University events.
- Section 2.03 All Resident Advisors are expected to participate in Spring (March), Fall (August) and January Training. Fall Training requirements may vary based on community.
- Section 2.04 Resident Advisors for Living Learning Communities and Theme Communities will participate in additional trainings during throughout the academic year.
- Section 2.05 Other commitments include: in-services, RA recruitment and selection, Student Housing selection nights, opening and closing of the residence halls at the beginning and at the end of each semester, and building coverage over vacations, holidays, and semester breaks.
- Section 2.06 Additional responsibilities may be required by a Resident Advisor based on assignment and needs of a particular community.
- Section 2.07 Arrangements for any overnight leave from the residence hall/apartments must be made in advance with the Resident Director of the building. Each hall staff is responsible for maintaining staff levels at 50% except during University Holidays.
- Section 2.08 Resident Advisors seeking outside employment (i.e. internships, assistantships, paid positions) on or off campus are required to go through the Student Housing Office "Outside Commitment" process. You must obtain approval of the Resident Director and Assistant Director before accepting another position. No more than 10 hours in total a week of additional employment will be approved.
- Section 2.09 Other time commitments (i.e. major leadership positions and athletic involvement) must be approved by the Resident Director and Assistant Director **before** the Resident Advisor applies for such a commitment. Resident Advisors are not permitted to hold major leadership positions, such as but not limited to ASLMU President and ASLMU Vice President, during their time of employment as an RA. Academic success, time management and RA performance will be major factors in considering a request to apply for other major leadership positions, such as Greek Organization or Service Organization President.
- Section 2.10 The Resident Advisor position assumes priority over all non-academic activities. The Resident Director (RD) or the Residence Life Leadership Team can ask an RA to limit activities if such activities are believed to be interfering with an RA's job performance.
- Section 2.11 Resident Advisors are not permitted to participate in University-sponsored trips, such as Alternative Breaks, Ignacio Companion Trips, De Colores, etc., unless they are during the Spring Break holiday or are pre-approved by the Assistant Director. Participation during Spring Break must be approved by your Resident Director and Assistant Director, and is based on the needs of your staff and community. Resident Advisors are also required to receive permission to lead one of these trips from their Resident Director and Assistant Director before applying.

Article III. Community Development and Engagement

- Section 3.01 The Resident Advisor is responsible for creating and maintain a welcoming, respectful, and inclusive atmosphere that stimulates academic and personal growth for everyone on the floor and in the building.
- Section 3.02 The Resident Advisor will be available and accessible to residents, spend adequate time on the floor, and regularly interact with the hall/floor community. He/She should maintain contact with each resident in order to promote the well-being of residential students and facilitate a spirit of unity for successful community living. RAs are expected to know the names and room numbers of all residents on their floors.
- Section 3.03 The Resident Advisor should be regularly available as a resource for his/her community. RAs should communicate frequently with residents so that they can establish and maintain a good relationship with their residents and keep abreast of their needs.
- Section 3.04 The Resident Advisor is responsible for planning, coordinating, advertising, implementing and evaluating educational and social programs under the supervision of the Resident Director.
- Section 3.05 The Resident Advisor will facilitate regular floor/wing or building meetings or as designated by their Resident Director.
- Section 3.06 The Resident Advisor is expected to interact with the Resident Housing Association (RHA) Executive Board and the Inter-building Councils (IBCs) and support their activities.

Article IV. Duty Responsibilities

- Section 4.01 The Resident Advisor is responsible for upholding and enforcing all Residence Hall and University policies. The RA will appropriately confront and document all suspected policy violations.
- Section 4.02 The Resident Advisor is on duty from 8pm to 7:30am the following morning. RAs may not leave the building while on duty, except to do outside rounds for the building.
- Section 4.03 The Resident Advisor is expected to have the duty phone on his/her person and call and check in with the Resident Director on Duty (RDOD) by 8 PM each night. The Resident Advisor is expected to answer all phone calls received while on duty. The Resident Advisor is also to ensure the provided phone is plugged into their room line and working.
- Section 4.04 The Resident Advisor will respond to emergency situations and contact the necessary resources as outlined in the Student Housing Office Duty Protocols and Procedures.
- Section 4.05 The Resident Advisor will provide documentation of suspected policy violations and other incidents via the online reporting systems (Advocate and StarRez). Documentation should be submitted as soon as possible after the incident.
- Section 4.06 The Resident Advisor shall share closing and opening responsibilities with other RAs during various breaks throughout the academic year (Thanksgiving, Winter Break, Spring Break). The Resident Advisor may be required to either stay late or leave early at the discretion of his/her Resident Director. No vacation plans (including the purchasing of tickets) may be made until duty coverage has been assigned for these breaks.
- Section 4.07 Duty protocols, procedures, and expectations will be provided in training and through supervision from the Resident Director. It is the responsibility of the Resident Advisor to be familiar with these protocols. The Resident Advisor is also responsible for possessing a solid grasp on the information contained in the LMU Community Standards and to inform residents of all Student Housing and University policies.
- Section 4.08 The Resident Advisor will routinely assess the community for facilities needs and submit work orders in a timely manner, both on duty and off.

Section 4.09 No Resident Advisor may serve more than two nights on duty in a week unless approved by the Resident Director and Assistant Director. Approval for additional duty in a week is limited in scope and is required for each occurrence.

Article V. Administrative Responsibilities

- Section 5.01 The Resident Assistant will report directly to the Resident Director, then to the Assistant/Associate Directors of Residence Life. Directives made to the RA from Resident Directors other than the RA's supervisor will hold the same weight as those given by the direct supervisor.
- Section 5.02 The Resident Advisor will assist in implementing daily building operations and services (e.g., duty logs, roommate agreements, front desk operation, room inspections, roster verifications, fire drills, etc.).
- Section 5.03 The Resident Advisor must complete all necessary written reports properly and on time to include but not limited to: Incident Reports, Situation Reports, Work Orders, Program Proposals, Program Evaluations, and Duty Logs.
- Section 5.04 The Resident Advisor will perform opening, closing, and health and safety inspections of residence hall rooms, including all necessary paperwork and follow-up in a timely manner. Paperwork should be submitted to the Resident Director (or other staff member) within 24 hours.
- Section 5.05 The Resident Advisor is responsible for checking mail, voicemail, and e-mail daily to facilitate clear communication channels and disseminate information to residents.
- Section 5.06 The Resident Advisor is responsible for posting flyers and all other forms of publicity the day they are received. Outdated publicity should be removed regularly.
- Section 5.07 The Resident Advisor should maintain frequent communications with their fellow staff members, Faculty in Residences, and Resident Ministers regarding community issues and programs.
- Section 5.08 A Resident Advisor's exact duties may vary depending on his or her assignment.
- Section 5.09 A Resident Advisor may also be assigned other duties or tasks as assigned by their direct supervisor, the Assistant Director, Associate Director for Residence Life, or the Director of Student Housing.
- Section 5.10 The Resident Director will evaluate the Resident Advisor's performance each year. Formal evaluations will be conducted mid-year and end-of-year, while informal evaluations will be conducted periodically.

Section VI. Role Modeling

- Section 6.01 The Resident Advisor is required to conduct his or herself in an honest, conscientious and courteous manner at all times, showing respect for persons of all backgrounds, races, genders, interests and abilities. Resident Advisors are further expected to confront persons who do not exhibit this respect for individuals in a manner consistent with LMU values.
- Section 6.02 The Resident Advisor is expected to fully follow, in spirit and in letter, all federal, state and local laws, as well as the LMU Student Conduct Code.
- Section 6.03 In accordance with California state law, Resident Advisors who are not 21 years of age or older should not possess or consume alcohol. For those Resident Advisors who are of legal drinking age in the state of California, appropriate and responsible use in accordance with federal and state laws and University policy is expected.
- Section 6.04 The Resident Advisor is required to follow all federal, state, and local laws as well as University policy regarding the possession or use of marijuana.
- Section 6.05 Resident Advisors are required to respect the personal integrity of all residents and assure they be treated in a manner that is fundamentally fair.

- Section 6.06 Resident Advisors should refrain from engaging in any behaviors, attitudes, relationships, or actions that would impinge on a resident's or another staff member's dignity, moral code, privacy, self-worth, and academic, physical, psychological, and/or emotional well-being.
- Section 6.07 Resident Advisors should refrain from engaging in any behaviors, attitudes, relationships, or actions that would seek unjustified personal gains, unfair advantage, unearned goods or services.
- Section 6.08 Resident Advisors should refrain from engaging in any behaviors, attitudes, relationships, or actions that would be considered harassment on the basis of gender, race, sex, sexual orientation, religion, creed, nationality and/or mental disability.

Section VII. Reappointment

- Section 7.01 Resident Advisors may not serve for more than two calendar years. RAs who begin the program in the spring semester will be allowed to complete a fifth semester in Residence Life.
- Section 7.02 Within the two year term limit, Resident Advisors are not necessarily reappointed for the following academic year. Reappointments are contingent upon the Resident Advisor's performance during the previous year. Some of the factors taken into account are successful completion of tasks, positive evaluation by the Resident Director, demonstration of growth in and continued enthusiasm for the RA role, needs of the student body, etc.
- Section 7.03 If a Resident Advisor resigns the position (for example, in order to student teach, to complete an internship or co-op, or to study abroad) the semester/s away count towards the two-year limit.
- Section 7.04 Under rare circumstances, Residence Life may consider extending a Resident Advisor's appointment beyond the two year limit. This would be done at the assistant director's initiative and include clear expectations about duties and performance.
- Section 7.05 In the event that the Resident Advisor elects to study abroad in the fall 2018 semester after accepting the position, the RA will resign their position and will not be placed on the Alternate list for further consideration.
- Section 7.06 If a Resident Advisor elects to study abroad in the spring semester, the RA will resign their position. The RA may apply for the following academic year as part of the returning RA process, but must notify their Resident Director and complete this process before the end of fall term. As stated in section 7.02, this does not guarantee reappointment.