LOYOLA MARYMOUNT UNIVERSITY
LMU Summer Programs

POSITION DESCRIPTION

**Position Title:** Summer Programs Resident Advisor

**Position Summary**

Under the supervision of the Manager of Summer Programs, Resident Advisors (RAs) will work as residential and programming staff for the LMU Summer Programs office, providing guidance and support throughout the duration of the summer session. RAs are responsible for community development activities, administrative functions, small group study/discussions, policy enforcement, crisis intervention, and group and individual assistance. Applicants should have a strong desire to mentor high school students and share their own college experiences.

During the program, RAs will reside on campus. Room and Board are included as part of your compensation package. This includes three meals a day and housing for five weeks (valued at $5,164) in addition to pay.

The position starts June 23rd and will end July 30th.

**Position Specific Accountabilities**

1. Plan and implement programs within and outside of the residence hall, including but not limited to, social functions, spiritual programming, service opportunities, roundtable discussions, and reflection based activities.

2. Attend and assist in leading all non-academic, off-campus activities including weekend excursions throughout LA and service opportunities with the program participants.

3. Confront students who impose upon community standards and violate Summer Program and/or University policies. Document incidents and policy violations in a timely manner and immediately bring them to the attention of the Manager of Summer Programs.

4. Maintain building safety and security. Respond to emergencies and crisis situations as they occur.

5. Conduct themselves in an honest, conscientious and courteous manner at all times, showing respect for persons of all backgrounds, races, genders, interests, and abilities. Additionally, they are to serve as a role model by abiding by all University and Student Housing policies. This includes all policies concerning purchase, possession and consumption of alcohol.

6. Resident Advisors are not permitted to participate in University-sponsored trips, such as Alternative Breaks, Ignacio Companion Trips, De Colores etc during their contract.

7. RAs are required to attend the full-day staff retreat the Saturday prior to the start of the program.
8. Attend weekly staff meetings with the Manager of Summer Programs.

**Loyola Marymount University Expectations**

Exhibit behavior that supports the mission, vision, and values of the university. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct. Demonstrate a commitment to outstanding customer service.

**Requisite Qualifications**

- Current full-time enrollment as a degree-seeking student at Loyola Marymount University during the contract period with a semester and cumulative grade point average of at least 2.5.

- Must have no active judicial sanctions while employed, beginning at the time of hire to the end of the employment contract.

- Completion of two semesters of full-time undergraduate study or one semester of full-time graduate study at LMU by the start of the contract.

- Must have at least one semester of experience living in a college or university residence hall. Previous RA experience strongly preferred, but not required.

- Exemplary communication skills (both written and oral). Must be able to communicate both constructively and effectively.

- Must possess the commitment and stamina to participate in constructively in potentially stressful interactions.

- Highly developed organizational and leadership skills. Effective interpersonal skills to ensure good working relationships.

- Demonstrated computer competency and preferably knowledgeable of the Microsoft Office package, Word, Excel, Outlook and Power Point. The ability to learn new software systems.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*