



LOYOLA MARYMOUNT UNIVERSITY
LMU Summer Programs
Enrollment Management

POSITION DESCRIPTION

Position Title: Summer Programs Resident Advisor

Position Summary

Under the supervision of the Program Coordinator 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 will be provided. This includes three meals a day and housing from June 13th to July 20th. RAs will be expected to vacate LMU housing on July 20th. RAs will also receive hourly pay for time worked.

The position starts June 13th and will end July 20th in the morning. Resident Advisors must be available nights, weekends and some holidays during the program. Schedules will allow for some limited flexibility while students are in class, pending supervisor approval.

Eligibility Requirements

- Current full-time enrollment as a degree-seeking student at Loyola Marymount University during the contract period.
- 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 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 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.

Position Expectations

1. Exhibit behavior that supports the mission, vision, and values of the university.
2. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct.
3. Abide by all policies within LMU Student Code of Conduct, Summer Programs, and Housing, as well as all federal, state, and local laws. Any violation of policies is grounds for termination and potential referral to the appropriate office or institution.
4. Demonstrate a commitment to outstanding customer service.
5. Abide by the Summer Programs dress code and utilize materials provided by Summer Programs staff.
6. Be present for all summer sessions and activities as assigned and determined by Summer Programs staff.
7. Be available to work nights, weekends, and some holidays during the program based on a pre-determined schedule.

Position Responsibilities

1. Plan and implement programs within and outside of the residence hall, including but not limited to, social functions, 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. Reporting to the Summer Programs Leadership staff, communicate any and all individuals who impose upon community standards and violate Summer Program and/or University policies.
4. Address 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 Summer Programs Leadership Staff.
5. Maintain building safety and security. Respond to emergencies and crisis situations as they occur.
6. Conduct themselves in an honest, conscientious, and courteous manner at all times, showing respect for persons of all backgrounds, races, genders, interests, and abilities.
7. Resident Advisors are not permitted to participate in University sponsored trips, such as Alternative Breaks, Ignacio Companion Trips, De Colores, etc. during their contract.



Loyola Marymount University Summer Programs

8. Check-in to Residence Hall will be Friday, June 13th and Resident Advisors are required to attend staff training from June 14th - June 20th. Due to the Juneteenth holiday, there will not be any training on June 19th.
9. Attend staff meetings of Summer Programs.
10. Attend a series of planning meetings before and during the program. Dates will be provided in advance.
11. Monitor the official summer program communication app used to make program announcements to participants and ensure it is abiding by Summer Programs and University policy.
12. Perform other duties as assigned or requested.

Additional Information

All individuals (including students, faculty, staff, and volunteers) who will be working directly with, supervising, chaperoning or otherwise overseeing minors on campus must complete and clear a Live Scan fingerprinting check (as well as a background check) prior to the program start date.

2025 Timeline

June 13 – June 20	Move-in, Training
June 22 – July 19	Programs in Session
July 20	Move-out

Compensation + Perks

- \$17.58 per hour*
- Work at least 40 hours per week with the possibility of overtime
- Room and board (June 13th through July 20th)
- Three meals a day for the duration of the program
- Off-campus trips such as Disneyland

**The above hourly rate is based on the most up to date rate provided by LMU HR Policy and Student Employment Services. Hourly rate may be adjusted if necessary as indicated by the County of Los Angeles wage policy. Any adjustment made to the hourly rate will be communicated in a timely manner.*

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.

Any questions about the information listed should be directed to Bradford Barnes, Program Coordinator for Summer Programs, at Bradford.Barnes@lmu.edu.