



LOYOLA MARYMOUNT UNIVERSITY
LMU Summer Programs
Enrollment Management

POSITION DESCRIPTION

Position Title: Graduate Residential Leader

Position Summary

Under the supervision of the Program Coordinator of Summer Programs, the Graduate Residential Leader will work as the residential lead for the LMU Pre-College Summer Programs office, providing guidance and support to Residential Advisors and student participants throughout the duration of the summer session. The Graduate Residential Leader is responsible for community development, policy enforcement, crisis intervention, and group and individual assistance while Summer Programs are in session from the end of June to the end of July. Prior to the start of the session, the graduate residential leader will be present for training.

During the program, Graduate Residential Leaders will reside on campus. Room and Board will be provided. This includes three meals a day and housing from June 14th to July 28th. Graduate Residential Leaders will be expected to vacate LMU housing on July 28th. Graduate Residential Leaders will receive hourly pay for the time worked.

The position starts June 14th and will end July 28th in the morning. Graduate Residential Leaders 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

- Typically, a bachelor's degree or related field or equivalent experience, however a master's degree in Counseling or Higher Education would be highly regarded.
- Minimum 2-3 years working with high school or young college aged students in progressively responsible positions is preferred.
- Demonstrated knowledge in the areas of leadership, counseling, work with high school aged students, and an in-depth knowledge of Loyola Marymount University, its programs and its student life.
- Exemplary communication skills (both written and oral). Must be able to communicate both constructively and effectively.
- Highly developed organizational and leadership skills. Effective interpersonal skills to ensure good working relationships.



- Must possess the commitment and stamina to participate constructively in potentially stressful interactions.
- Demonstrated computer competency and preferably knowledgeable of the Microsoft Office package, including Word, Excel, Outlook and Powerpoint.

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, 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. Able to lead and mentor undergraduates in the development of programming for high school students.

Position Specific Responsibilities/Accountabilities

1. Direct supervision of and responsibility for developing and maintaining positive on-going relationships with a staff of 15-18 Resident Advisors (current LMU undergraduates) and 140-200 high school aged students throughout their participation in the program.
2. Facilitate training for Resident Advisors along with Program Coordinator during in-person training.
3. Support Resident Advisors in planning and implementing programming, including but not limited to, social functions, spiritual programming, service opportunities, roundtable discussions, and reflection-based activities.
4. Attend and assist in leading all non-academic, off-campus activities including weekend excursions throughout Los Angeles
5. Serve on a 24-hour emergency duty rotation, which includes conducting rounds, submitting duty logs, assisting with lockouts, and offering student support



6. 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 Program Coordinator and Manager of Summer Programs.
7. Assist in establishing and maintaining a positive and safe environment in the residence hall for students and staff. Respond to emergencies and crises as they occur.
8. Conduct in an honest, conscientious, and courteous manner at all times, showing respect for persons of all backgrounds, races, genders, interests, and abilities. Additionally, serve as a role model by abiding by all University and Student Housing policies.
9. Chaperone on-campus social events and off-campus trips
10. Check-in to Residence Hall will be Friday, June 14th and Graduate Residential Leaders are required to attend in-person staff training from June 15th - June 21st (no training on June 17th).
11. Attend meetings with Resident Advisors and Program Coordinator of Summer Programs
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.

2024 Timeline

June 14 – June 21	Move-in, Trainings
June 23 – July 6	Session I
June 23 – July 19	Social Impact Filmmaking and Exploring Engineering Programs
July 14 – July 27	Session II
July 15 – July 26	Beginning Screenwriting Online Program
July 28	Move-out

Compensation + Perks

- \$18 per hour
- Work at least 40 hours per week with the possibility of overtime
- Room and board (June 14th through July 28th)
- Three meals a day for the duration of the program
- Off-campus trips such as Disneyland

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.