Living Learning Community (LLC) Resident Assistant Position Description

POSITION OVERVIEW:
A Resident Assistant (RA) is an academic-year student employee within Housing and Residence Life (HRL) that helps create and support a community of students within the residence halls at George Mason University. RAs focus their time and energy on the residents of their community, ensuring that students have a healthy, safe, and supportive environment in which to learn and develop. RAs are expected to be visible in their communities and serve as available resources within their assigned residence hall. Resident Assistants will engage with residential students through peer-to-peer communication, implementation of residential curriculum initiatives, hosting interactive programs, etc. All Resident Assistants are supervised by a Community Director or Graduate Community Director.

A Living Learning Community Resident Assistant (LLC RA) is an RA that serves a special population of students who live in an LLC. This student staff member collaborates with the LLC Coordinators, faculty, and stakeholders on the development of the community. LLCs are groups of students who live on a floor, multiple floors, or buildings who share a common interest or major. They are collaborations between HRL and academic units and University departments. Mason HRL collaborates on several different LLCs that represent three types of communities: first-year, mixed-level, and upper-level. For more information about Mason’s LLCs, please visit http://llc.gmu.edu.

POSITION RESPONSIBILITIES & EXPECTATIONS
All essential duties and responsibilities of the LLC RA position reflect one or more of University Life’s Student Employee Experience goals: Communication, Self-Awareness, Work Ethic, Problem-Solving, and Working with Others.

Communication
➢ Serve as a resource for residents and connect them to academic, cultural, social, and support services on campus
➢ Create flyers, bulletin boards, and visual displays for the assigned area(s)
➢ Establish and maintain relationships with individual residents in assigned Living Learning Community

Self-Awareness
➢ Assist supervisor with ongoing resident engagement and support related to their academic, social, and intrapersonal well-being
➢ Respond to student concerns and crisis situations when necessary; engage with HRL and campus resources to provide immediate and long-term support services
**Work Ethic**
- Participate in all aspects of fall and spring semester training and semester preparation efforts as well as ongoing professional development throughout the academic year
- Complete all administrative tasks (i.e. occupancy verification reports, residential education reports and summaries, maintaining updates via Mason 360, Star Rez, and other online systems, etc.) in established deadlines
- Attend weekly HRL student staff meetings on Wednesdays at 7:30pm-9:30pm

**Problem-Solving**
- Provide mediation of roommate and peer-to-peer conflicts in the community
- Participate in assigned residence hall’s Community Hours rotation, providing in-person assistance to resident questions and concerns

**Working with Others**
- Assist with the implementation and execution of the residential education initiatives in assigned community
- Coordinate and facilitate floor and community-wide programs to support resident interaction and develop community
- Assist with large-scale initiatives and programs sponsored by Housing and Residence Life, University Life, and other campus partners including but not limited to Admissions preview events, Student Involvement collaborations, and Preamble

**Living Learning Community Responsibilities**
- Serve as a liaison between the floor community and the LLC faculty, coordinator, and other stakeholders
- Meet with LLC Coordinator once per month to discuss resident progress and concerns
- Coordinate with LLC partners on, and attend, at least three (3) programs per semester, including at least one off-campus program
- Engage with and stay involved with the LLC linked course. LLC RAs of mixed-level and upper-level LLCs are strongly encouraged to register for and take the class to help mentor students in the LLC topic (variable credit of 0-1 is available for some courses)
- Assist with LLC recruitment events to promote LLCs and encourage new and returning students to apply.

**POSITION REQUIREMENTS:**
To hold an LLC Resident Assistant position, a student must fulfill the following criteria:
- LLC RAs must be enrolled as a full-time undergraduate student. Therefore, an undergraduate LLC RA should be enrolled in a minimum of 12 credit hours and no more than 18 credit hours per semester. LLC RAs seeking more credits than the maximum must seek prior approval from their immediate supervisor. Students in an accelerated master’s program are permitted to hold this position so long as they are eligible to live in undergraduate housing as defined by HRL policies.
- At a minimum, LLC RAs are required to maintain a 2.5 cumulative GPA and a 2.5 semester GPA throughout employment
LLC RAs must have completed at least two semesters of postsecondary academic work, not including summer sessions or high school dual enrollment courses.

- All LLC RAs must successfully complete a background check before beginning their position.
- All Housing and Residence Life student staff are required to uphold all polices and pieces of the Residential Handbook, the Code of Student Conduct, and the Honor Code.

To hold an LLC Resident Assistant position, a student must fulfill the following co-curricular criteria:

- Ability to commit to the position for a full academic year
- RAs must remain in good standing with the University and with Housing and Residence Life
- RAs must be eligible to live on the respective campus for which they are hired
- Failure to meet any of these requirements may result in termination or rescinding of employment

COMPENSATION
All LLC Resident Assistants will be provided a single bedroom within their assigned residence hall community. LLC RAs will also receive a prorated meal plan ($1,000 provided toward Liberty 14 Meal Plan, per semester; student will be responsible for covering the difference). Please note that this is the minimum meal-plan required for all live-in student staff, and more comprehensive meal plan packages can be purchased. Though the Liberty 7 Meal Plan is the same price, all student staff members must participate in the Liberty 14 Meal Plan at the minimum. LLC RAs will also receive a monetary stipend of $1,800 for the academic year, distributed twice per month.

PERIOD OF APPOINTMENT:
The LLC Resident Assistant position is a single academic-year appointment, beginning in August 2020 and concluding in May 2021. Students looking to continue working with Housing and Residence Life during summer 2021 sessions, their academic year period of employment ends when the summer staff positions begin. The application process for Summer 2021 student staff positions will occur in Spring 2020.