International House Student Living Assistant Job Description

Student Living Assistants (SLAs) are in-residence staff who plan and facilitate programs for the International House residential building. SLAs report to and are directly supervised by the Graduate Assistant for Residential Services. SLAs are expected to frequently interact with the residents of International House; therefore, they must have strong interpersonal skills and an ability to connect students to resources. SLAs also play a major role in community leadership, the implementation of the resident-driven programming, upholding community living standards, and managing student concerns and crises.

Compensation

- Single Occupancy Housing in International House from August-July.
- Meal Plan $1,700 dining dollars per semester. (July-December & January- June)
- Stipend of $7,000 per year.

Minimum Qualifications

- Applicants must be full time students during the 2016-2017 academic year. Undergraduates must enroll in nor more than 18 credits and no less than 12 credit hours per semester; graduates must enroll in 9 credit hours per semester.
- Applicants must be available for all University breaks, except winter break.
- Proven leadership and programming skills are required.
- High level of maturity exhibited in sound judgment, emotional stability, flexibility, and willingness to accept responsibility.
- SLAs must live in International House assigned by the Graduate Assistant for Residential Services for the duration of their employment.
- Assist in facilitating the community living experience.
- Applicants must be considered at least 3rd or 4th year student with at least one semester of enrollment at Loyola University Chicago.
- Maintain a 2.5 cumulative GPA at the time of application and maintain a 2.5 cumulative and semester GPA for the duration of their employment.
- At least one semester of on campus living experience at Loyola or another accredited institution.

Preferred Qualifications

- Greater preference will be given to those with prior study abroad experience through Loyola University Chicago or another accredited institution as well as students interested working in International Relations, Residence Life or Higher Education.

Essential Duties and Responsibilities

- Demonstrate an understanding of the International House by promoting cross-cultural learning and creating a community in which students live and interact with other students from different countries.
- Demonstrate social justice through cultural competence.
- Provide conflict mediation, crisis intervention and appropriate follow-up meetings for residents in the International House.
- Uphold and adhere to all University policy outlined in the Loyola Community Standards and International House policy outlined in the International House handbook.
Student Living Assistant Specific Employment Functions

Student Development

- Learn the name of each resident on personal floor.
- Assist students with crisis including mental, physical, social, academic, homesickness and etc.
- Maintain the confidentiality of information when ethical and appropriate to do so.
- Mediate resident conflict through roommate agreements, roommate mediations and referring situations to GA for Residential Services in International House.
- Assist with the development of orientation for International House residents.
- Co-supervise at least 3 International House in house or out of house events each semester with GA for Residential Services, GA for Global Initiatives, and GA for Chicago Center and/or Director for International House/Chicago Center.
- Assist with development and implementation of in hall student council.
- Encourage by example the university’s principles and mission described in the Student Promise (Care for self, Care for Others, Care for Community).
- Explain, support, and follow the regulations and policies outlined in the International House handbook and the University’s Code of Student Conduct.
- Report any potential violations of University policy through the ADVOCATE system.
- Encouraging students to get involved with on campus activities through promoting student clubs and organizations, university sports, concerts and other special events.

Crisis Response, Duty and Time Commitment

- SLAs are expected to participate in a first response emergency duty rotation.
- Participate with Residential Services team staff meetings for 1 hour per week, which sometimes will include Director of Chicago Center/International House, GA for Global Initiatives, and GA for Chicago center or additional staff from Office of International Programs.
- Attend 1:1 hour-long meetings with GA for Residential Services on a weekly or biweekly basis.
• Work with Residential Services team to assign 1 permanent day for duty responsibility, 1 alternating day split between 3 SLAs and varying weekends throughout the semester.
• Duty begins are 5:00pm and ends at 7:00am the next day from M-T.
• Weekend Duty beings on Fridays at 5:00pm and finishes at 7:00am Monday morning.
• Duty weeknight duty (M-T) SLAs are required to be on campus with duty phone from the hours of 5:00pm – 7:00pm, then in building from 7:00pm-7:00am.
• During weeknight duty (M-T), 3 hours between 7:00pm-12:00am and must be spent in the office, to insure access and availability to residents. After 3 hours in office, SLAs are able to be in personal rooms. Outside employment during these times is **strictly** prohibited.
• During weekend duty (Fri., Sat., Sun.), SLAs must remain available for emergency response situations beginning on Friday at 5:00pm ending Monday morning at 7:00am. Outside employment during these times is **strictly** prohibited.
• During weekend duty (Fri., Sat., Sun.), SLAs are expected to spend 3 hours in the office between 4:00pm-1:00am. After these three hours, SLAs are able to be in personal rooms.
• During weekend duty between the hours from 7:00am-7:00pm, SLAs may be on campus or within a 5 minute radius by walking only. After 7:00pm, SLAs are expected to remain in building.
• During duty, SLAs are required to perform walk-throughs of the building. Sunday-Thursday: 8:00pm, 10:00pm and 12:00am. Friday-Saturday: 8:00pm, 10:00pm, 12:00am and in between the timeframe of 1:00am-2:00am
• Hold at least 5 office hours per week between 8:00am-5:00pm, Monday-Friday.
• Directors and Supervisors are to remember that SLAs are full-time students and part-time professionals-in-training. Time allowances for conference attendance, studying for exams, interviewing, etc. may be made provided the Supervisor approves the time off in advance.
• Excluding official University breaks, a Supervisor must approve and be informed of weekend absences and any overnight absences on weeknights.

**Training, Evaluation, Move In and Move Out**

• SLAs are required to attend, participate and successfully complete all trainings. Exceptions to miss any session/portion of training are only granted in **extreme** circumstances at the discretion of International House staff.
• Be completely available for the Department of Residence Life training from July 31-August 19 for fall training and winter training from January 7-10. Outside employment during these times is strictly prohibited.
• Participate in any additional training set forth by International House, Chicago Center and Office of International Programs.
• Participate with Chicago Center and International House move in dates set forth by Director of International House/Chicago Center.
• Complete room condition forms for each room on personal floor at the beginning of each academic year, and each semester in which a room will be occupied by a new resident(s).
• Check out residents at the end of each semester. Closing out rooms will include checking for damages caused by resident(s), making sure all appliances work, documenting any maintenance request and ensuring room is completely empty.
• Other administrative functions assigned during these times.
Administrative Functions

- Hold 5 offices hours per week during the hours of 8:00am-5:00pm, Monday through Friday.
- Assist GA for Chicago Center, GA for Global Initiatives, GA for Residential Services or Director with ongoing project they might have.
- Scheduled meetings with residents, campus partners, and etc. can be done during this time, but must not be the entirety.
- Ensure kitchen is up to health standards; ensuring dishes are cleaned and put away, making sure all appliances are clean and in working condition for students.
- Clean kitchen towels for students by using washing machines on first floor.
- Other administrative duties assigned.

Professional Development

- SLAs are expected to participate in one recruitment effort per semester for International House or Chicago Center. These hours will count towards office hours.
- SLAs will sometimes be invited to attend staff meetings between the Chicago Center GA, Global Initiatives GA, and GA for Residential Services, and director.
- SLAs are encouraged to use office hours as a time to work with specific GAs and assist them in their functional areas.
- SLAs are expected to use 1:1 meetings to talk about all concerns including work, personal, academic, and etc.
- SLAs will sometimes be invited to Office of International Programs staff meetings, and encouraged to make connections with staff.
- SLAs will have the opportunity to meet and develop relationships with Rome Center, Beijing Center and Vietnam Center during fall training and are encouraged to make connections with abroad partners.
- SLAs are encouraged to use personal relations with on campus groups and organizations or any they may be affiliated with in order to host events in the International House.