

THE BROMLEY COMPANIES

JOB DESCRIPTION

Academic Year Resident Advisor

Supervisor	Resident Director
Department	Administration / Residence Life / Bromley Hall & Bromley Commons
Appointment	Academic Year 2027–2028
Revised	October 2026
Classification	Non-Exempt

I. Job Summary

RAs help maintain safe, welcoming, respectful communities at Bromley Hall and Bromley Commons. As role models and sources of information about Bromley and the University of Illinois, they support residents' academic success, personal growth, well-being, and belonging while upholding Bromley policies and applicable University rules. The Residence Life team has 17 RAs: 12 at Bromley Hall and 5 at Bromley Commons. All RAs report to the Resident Director (RD), who oversees both buildings and has final authority over scheduling, discipline, and approvals. RAs primarily serve their assigned building and floor while sharing coverage across both buildings.

II. Appointment

RAs are hired for the full 2027–2028 academic year. One semester appointments are not available. The first three months of employment are probationary; continued employment depends on satisfactory performance.

III. Compensation

RAs receive a single room and an All Meals Served (Board) plan for the academic year while food service is in operation.

IV. Academic Standing and Conduct

RAs must remain in good academic standing at the University of Illinois and maintain a cumulative GPA of at least 2.75. RAs are expected to model responsible behavior and comply with Bromley Hall and Bromley Commons policies and University of Illinois policies and regulations. Violations may result in disciplinary action, up to and including termination of employment.

V. Outside Employment and Activities

Any outside employment or significant outside commitment must be approved in writing in advance by Bromley management and the Resident Director.

RAs may not accept outside employment or take on outside commitments that interfere with their RA responsibilities, availability, or job performance. This includes, but is not limited to, teaching assistantships, internships, University employment, leadership roles in student organizations, fraternities, sororities, registered student organizations, professional clubs, and other significant extracurricular commitments. Bromley management will make the final determination as to whether an outside commitment conflicts with the RA position.

VI. Time Commitment

- RAs may carry any course load that does not impair their effectiveness in the position.
- RAs may be away from the building for up to six nights per semester with at least two weeks' notice to the Resident Director and approval under the staff absence procedure.
- Unless scheduled or approved to be away, RAs are expected to be in their rooms by 2:30 a.m. seven days a week.

RAs follow a rotating duty schedule established by the Resident Director and may be assigned to either Bromley Hall or Bromley Commons.

- **Night Director:** One RA is assigned to each building every night from 4:30 p.m. to 8:00 a.m. the following morning.
- **Weekend Day Director:** One RA is assigned to each building on Saturdays and Sundays from 8:00 a.m. to 4:30 p.m.

- **Onsite Requirement:** While on duty, the RA must remain at either Bromley Hall or Bromley Commons but must be reachable and able to respond promptly to needs in their assigned building.
- **Communication:** RAs must remain reachable by phone or radio while on duty and must maintain a working cell phone at their own expense.
- **Tours:** RAs will be scheduled to conduct building tours Monday through Friday between 8:00 a.m. and 4:30 p.m. Tour assignments may include either Bromley Hall or Bromley Commons, regardless of the RA's assigned residence.
- **Scheduling and Procedures:** The Resident Director publishes the duty schedule and establishes procedures for coverage, response, and escalation.

RAs must be present for building openings, closings, move-in, move-out, and other required coverage periods as scheduled, including certain University holidays when necessary. The Resident Director will provide the applicable building calendars.

- RAs must return to campus for required staff development and training before the academic year begins. The tentative scheduled report date is Sunday, August 1, 2027 (subject to change based on PCH RA training). Summer classes or internships may not conflict with required training.

VII. Duties

A. Build a residential community

- Learn residents' names, build regular contact, and help residents feel welcome and connected within their assigned area and across both Bromley communities.
- Conduct resident wellness check-ins at the frequency set by the Resident Director.
- Hold regular floor meetings and help residents communicate respectfully about shared living expectations.
- Listen to resident concerns, provide appropriate support, and refer residents to University or community resources when their needs are beyond the RA role.
- Help suite-mates resolve everyday disagreements through respectful discussion or mediation when appropriate. Bring routine roommate concerns to the Resident Director. Escalate serious or unresolved matters through established procedures.
- Plan and encourage activities that support residents' social connection, academic engagement, wellness, and appreciation of different backgrounds. Coordinate use of common spaces with the Resident Director and applicable building procedures.

B. Plan and support events

- Each RA is responsible for hosting one floor or assigned-area event each month.
- Building-wide events may be held separately at each building or jointly, as determined by the Resident Director and management.
- RAs are expected to support events in their assigned building and assist with events in the other building as directed.
- RAs should support programs organized by other RAs and Bromley staff, encourage resident participation, and help identify resident volunteers.
- Event plans and joint programming are subject to Resident Director and management direction.

C. Work as a member of the Residence Life staff

- Attend weekly Residence Life meetings in the format determined by the RD, plus required training, staff development, and building-wide events.
- Be punctual, dependable, and prepared for scheduled duty assignments, meetings, training sessions, and other required responsibilities.
- Keep supervisors and fellow RAs informed so concerns receive prompt follow-up. RAs report routine matters to the Resident Director.
- Submit weekly reports, incident reports, duty logs, and other required updates accurately and on time. Report urgent or unusual situations promptly through the designated escalation process.
- Work cooperatively with the 17-person RA team and other Bromley departments. Provide reasonable coverage assistance when assigned by management.
- Represent Bromley Hall and Bromley Commons professionally in resident interactions, tours, and other work-related activities.

D. Support resident conduct and safety

Respond to residents' conduct concerns and conflicts calmly, consistently, and in accordance with Bromley policies and University procedures.

Follow established procedures for reporting policy violations. Report routine concerns to the Resident Director. Serious, repeated, or urgent concerns must be reported promptly to the Resident Director or designated on-call staff.

- In a medical, fire, security, or other emergencies, contact emergency services when needed and immediately notify the Resident Director or designated on-call staff. Follow all training and emergency procedures and do not provide aid beyond your training.
- Do not disable, remove, or alter life-safety equipment. Promptly report alarms, damaged equipment, unsafe conditions, or other building concerns to the Resident Director or appropriate building management. If building management is unavailable and the condition requires immediate attention, follow the established emergency maintenance or on-call procedure.
- Maintain a positive relationship with residents while consistently enforcing community rules. Protect residents' privacy and share sensitive information only with staff members who need the information to respond appropriately.

E. Complete administrative and building duties

- Report maintenance needs and follow up through the designated maintenance process.
- Complete assigned building rounds and duty logs. As directed, check shared spaces for safety, cleanliness, or security concerns and document or report anything requiring follow-up.
- Post materials approved by the Resident Director and complete assigned inspections, inventories, opening, and closing tasks accurately and on time.
- Serve on RD-assigned committees or operational duties, including Front Desk, Mailroom, Security, Hallwide, or Study Hours. Assignments may serve both buildings, with building-specific events as directed.

F. Provide information and referrals

- Know Bromley Hall and Commons facilities and services including dining, study, fitness, lounge, laundry, and shared spaces and provide accurate information to residents and prospective residents.
- Maintain working knowledge of University services and other support resources so residents can be referred to appropriate assistance.

G. Other duties

- RAs may be asked to fill all or part of a front desk or other employee shift when needed, subject to management direction.
- Perform other duties as assigned.

VIII. Position Requirements

- Must be enrolled at the University of Illinois, remain in good academic standing throughout the appointment, and maintain a cumulative GPA of at least 2.75.
- Strong written and oral communication, interpersonal, and leadership skills, along with sound judgment.
- Strong organizational skills and ability to manage competing priorities.
- Dependability, initiative, and willingness to accept responsibility.
- Ability to work effectively as part of a small staff team and appreciate differing viewpoints.
- Interest in supporting students and building a respectful residential community.