Undergraduate residential student staff play a critical role in the creation of safe, inclusive residential communities that support student health and well-being and promote personal and intellectual growth. Undergraduate residential student staff are expected to be role models for responsible behavior, personal integrity, and the exercise of mature, sound judgment in their interactions and relationships with residents. Undergraduate residential student staff serve as members of a team and are ultimately accountable to their appointing department. Undergraduate residential student staff have responsibilities in five broad categories:

1. Protect Student Health, Privacy, Safety, and Well-being
2. Promote Equity and Inclusion
3. Foster Community and Belonging
4. Advance Integrative Learning
5. Maintain a House in Order

Within each category there are a number of subtopics with specific expectations. These expectations and associated policies are listed below. I understand I will be responsible for abiding by, upholding, and reporting possible violations of University policies, expectations, and protocols, including those listed below and in the addendum specific to my position. I understand that these policies may change between the date of my application or appointment and the date when I begin in this role.

**Protect Student Health, Privacy, Safety, and Well-being**

**Alcohol and Other Drugs**
- Understand, uphold, and educate residents about the University’s Student Alcohol Policy and Residential Education’s expectations for student staff. This includes, but is not limited to, intervening in instances of high-risk drinking and illegal drug use, complying with University reporting requirements, and referring residents to a Residence Dean and the Office of Alcohol Policy and Education (OAPE) for education and support.
- Create, reinforce, and maintain healthy and inclusive community norms.
- Refuse to provide, serve, or consume alcohol with underage residents.
- Refuse to provide or accept illegal drugs.
- Exercise good judgment and behave in a manner consistent with the Student Alcohol Policy, federal, state, and local laws.

**Emergency Response (Earthquake, Fire, Active Threat, Medical)**
- Know and promote awareness of the location of Emergency Assembly Point (EAP) for the house.
- Prepare residents to respond to emergency situations and facilitate their participation in safety drills.
- Lead and support residents in the event of an emergency. Work in partnership with emergency personnel, Residential Education professional staff, Residence Deans, Student Housing staff, staff team, and Resident Fellows, where applicable.
- Identify situations that require immediate attention and engage appropriate resources to respond.
Hazing
• Be attuned to activities that cause, or are reasonably likely to cause, another student to suffer bodily
danger, physical harm, or significant personal degradation or humiliation, even if no bodily danger, physical
harm, or significant degradation or humiliation in fact results.
• Take steps to prevent, intervene in, and report possible incidents of hazing via stophazing.stanford.edu.

House Safety and Security
• Understand and adhere to the University’s expectations for securing physical aspects of the residence
including but not limited to doors and windows.

Mental Health and Well-being
• Promote programs and initiatives that support holistic wellness practices and resilience.
• Administer “Question, Persuade, Refer” (QPR) suicide prevention protocol to residents as needed.
• Coordinate with co-staff and Resident Fellows to support students in distress or need of support.
• Connect students in need of support with resources such as Residence Deans and Counseling and
Psychological Services (CAPS).

Reporting Obligations (Clery Act, California Education Code Section 67380-67385.7, Title IX, etc.)
• Understand and fulfill state, federal, and University mandated reporting requirements outlined for all
Campus Security Authority (CSA) personnel, which includes student staff.

• Understand and abide by guidelines and best practices for protecting student privacy.

Title IX and Sexual Harassment
• Develop and foster a culture of consent among residents.
• Complete University Sexual Harassment Prevention Training.

Promote Equity and Inclusion

Disability (Ableism)
• Ensure that diverse needs and abilities of residents are taken into account in the planning of
events/activities and creation of communications.
• Be mindful of both known/visible and hidden/invisible disabilities during interactions and communications
with residents.

Identities and Statuses (Citizenship, Ethnicity, Gender, Race, Sexual Orientation, Veteran Status)
• Anticipate and respond to the diverse identities and needs of residents when planning themes/decorations,
activities, events, meetings, and communications.
• Ensure that residents' diverse identities are intentionally represented and included in the space, rituals,
artifacts, and beliefs of the house culture.
• Take steps to prevent, intervene in, and report acts of intolerance.
Expectations and Agreement for Undergraduate Residential Student Staff 2019-2020

Political Affiliation
- Support free expression and civil exchange of ideas among residents.
- Maintain non-partisan orientation in support of all residents.

Religion
- Be mindful and respectful of residents’ diverse religious and spiritual affiliations and practices.
- Keep major religious holidays in mind when scheduling programs or events.

Socio-Economic Status
- Ensure that programs are planned with consideration for how program co-pays or other financial contributions may limit or suppress participation.
- Ensure that residents have private, accessible, easy to navigate means to indicate financial need to enable participation.

Foster Community and Belonging

Belonging in and Affiliation to the House Community
- Know residents by name and be familiar with their interests and activities.
- Strive to discover the needs of each resident to feel belonging in the community and understand how staff can support those needs.
- Connect residents with one another and with campus resources to explore interests, values, and communities where residents may find a sense of belonging and/or purpose.

Community Norms
- Know and promote adherence to the Fundamental Standard and Honor Code, and report and/or assist residents in reporting any possible violations to the Office of Community Standards.
- Help residents take responsibility for their residential community.
- Be an active and effective listener.
- Facilitate wide ranging conversations about relevant community issues among residents.
- Create a residential environment in which residents’ views can be voiced, heard and fully explored respectfully.

Presence, Participation, and Availability
- Be visible, available, and approachable to residents. Engage with residents on an individual basis, including connecting them to other residents, staff, and campus partners.
- Assist first-year residents participating in New Student Orientation (NSO).

Residential Policies
- Know, abide by, and make clear to residents the policies contained in the Residence Agreement including but not limited to policies on:
  - Animals
  - Guests
Expectations and Agreement for Undergraduate Residential Student Staff
2019-2020

- Noise
- Posters/Flyering
- Prohibited Items
- Smoke Free Environment

**Advance Integrative Learning**

**Academic Progress and Success**
- Support the interaction of residents and their academic advisors.
- Create conducive study spaces in the house.
- Understand and promote adherence to the University Honor Code.

**Intellectual Life in the Residence**
- Share academic and intellectual interests with residents.
- Foster opportunities for residents to engage in dynamic, experiential learning.
- Create opportunities for residents to explore and clarify their interests, values, and attitudes.
- Introduce residents and co-staff to new cultures, values, and lifestyles by providing challenging activities that lead to a supportive exchange of ideas and experiences.

**Personal and Professional Development**
- Be open and responsive to constructive feedback and opinions from other house staff members, residents, Resident Fellows, and professional staff and provide constructive feedback.
- Create opportunities for personal and professional growth.

**Student Staff Credit-Bearing Class(es)**
- Participate and earn a passing grade in the required credit bearing class(es) for the position to which you are appointed.

**Student Staff Training**
- Return to campus prior to the start of Autumn Quarter by the date set by the appointing department and participate in the entirety of student staff training in person.
- Participate in the required staff retreat as facilitated by Resident Fellows, professional staff, or student staff team.
- Participate in any and all required ongoing or supplemental training, meetings, or in-services throughout the year.

**Maintain a House in Order**

**Communication**
- Share relevant University information with residents.
- Consult with and follow the guidance of the appointing department before communicating with any media outlet.
Expectations and Agreement for Undergraduate Residential Student Staff
2019-2020

Financial Management
- Be a responsible steward of University funds, assets, and resources. Expenses paid with University funds should be necessary and reasonable in support of authorized University business. Expenditures and reimbursements must be consistent with federal regulations. Prices paid should be economical.
- All residents should be invited/able to benefit from the programs and expenses paid with University funds.
- Report expenses in a timely manner. Submit receipts and other supporting documentation to the relevant financial manager no more than 10 days after the expense was incurred.
- Do not sign contracts for goods or services. Send all contracts to appointing department for review.
- Adhere to University and Residential Education financial guidelines and policies including but not limited to the following topics:
  - Alcohol
  - Charter Buses and Rental Vehicles
  - Gifts
  - Honoraria
  - Meals
  - Medicine
  - Personal Care Products
  - Services
  - Travel Expenses

Opening and Closing of the Residence
- Participate fully in the opening of the residence at the beginning of the academic year and in all preparation activities with co-staff and Resident Fellows between the end of student staff training and move-in.
- Participate fully in the closing of the residence for winter break and at the end of the academic year.
- Support Student Housing and custodial staff in communicating resident responsibilities associated with move-in and move-out.

Relationships
- Abide by the policy on sexual harassment and consensual sexual or romantic relationships.
- Refrain from engaging in sexual or romantic relationships with first-year (frosh) students, for the duration of the staff appointment.
- If considering a sexual or romantic relationship with an upper-class resident, immediately consult with Resident Fellow, appointing manager, and/or supervisor.

Teamwork
- Work collaboratively with fellow student staff members, Resident Fellows, and Residential Education professional staff.
- Assist and support co-staff and actively contribute to a high functioning staff team.
- Contribute positively to staff morale.
- Attend and participate in house and staff meetings.
- Strive for a cohesive bond with co-staff and maintain high team standards.