Resident Assistant (RA) Role Descriptions

Row Financial Resident Assistant (RA) Role Description

Undergraduate residential student staff ("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. While all student staff play a primary role in promoting the health and well-being of their community, there are a collection of operational roles on the Row that support the kitchens, finances and operations of the residence. For these roles, the bulk of time is spent managing operational duties. The Row Financial RA role is essential to the sustainability of the Row Program and providing a vibrant residential learning experience for student staff and residents. The Row Financial RA is responsible for ensuring the financial vitality of the residence through demonstrating leadership and ethical decision-making in budgeting practices, spending residence funds, and maintaining accurate records of transactions. As a member of the student staff team, the Row Financial RA helps foster a sense of community while providing or connecting residents to resources and opportunities to enhance their residential experience. The Row Financial RA is also expected to work together with their fellow student staff members as a helpful, responsive, reliable team member. The Row Financial RA supports, adheres to, and complies with the law and the policies of Stanford University. The Row Financial RA serves as a positive role model to residents and peer student staff members.

Core Staffing Responsibilities

Resident Support and Engagement
- Welcome and integrate residents who move into residence.
- Maintain positive peer-leader relationships and support residents’ needs and goals. Be visible, available, and approachable to residents.
- Develop opportunities for individual residents to contribute to the building of community and a sense of belonging.
- Work as a member of the student staff team to support out-of-class learning opportunities for residents.

Conflict Resolution
- Mediate conflicts among residents as they arise.
- Notify Residence Dean and Resident Fellow(s) (if applicable) immediately of any escalated conflict among residents.

Policy
- Utilize an educational approach in addressing policy issues with residents, as well as the impacts of their behavior on other residents and the community.

Crisis Response
- Understand and follow the procedures provided in the student staff guidelines (distributed at student staff training).

Administration
- Maintain regular communication with Community Coordinator and other professional staff in Residential Education regarding residence activities and operations.
- Know and educate residents about the University emergency (e.g., earthquake and fire) protocols and procedures.
- Execute administrative functions such as completing and submitting all required financial documentation in a timely and accurate manner and identifying and reporting residential maintenance concerns.
- Participate in student staff recruitment and selection as required.
- Participate in pre-assignment and in-house draw as required.
Resident Assistant (RA) Role Descriptions

Financial Responsibilities

General Responsibilities
- Ensure the financial vitality of the residence through demonstrating leadership and ethical decision-making in budgeting practices, spending residence funds, and maintaining accurate records of transactions.
- Uphold the highest expectations of accountability and transparency in overseeing financial health of residence and the Row Program.
- Accept responsibility for the proper and appropriate stewardship of residence funds.
- Adhere to and enforce all Stanford University and Residential Education financial policies and procedures.

Budget, Transaction, and Vendor Management
- Oversee all financial transactions and maintain accurate records for the residence including vendor invoices, reserve requests, overtime requests, payments and reimbursements, eating associates, maintenance, copays, etc.
- Develop and manage residence budget in consultation with student staff and residents.
- Ensure all vendor invoices are paid and recorded in a timely manner.
- Reconcile all transactions in residence bank account and Residential Education accounting system by deadlines specified by Residential Education.
- Ensure proper use, maintenance, and security of financial resources (debit card, checkbook, receipt book, etc.).
- Maintain professional, consistent, and timely communication with Community Coordinator, Accountants in the Dean of Students Office, and house chef (if applicable).

Education and Transition
- Maintain accurate records and documentation of all residence transactions, budgets, procedures, and programs.
- When possible, educate student staff and residents about financial literacy as it relates to the residence budget.
- Meet with incoming student staff to pass along crucial information and documentation about the role’s responsibilities.