Row Theme 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. The Row Theme Resident Assistant (RA) is responsible for working with a student staff team to facilitate the social, academic, and personal adjustment of students to the residence and the University. The Row Theme Resident Assistant plays a primary role in ensuring that the theme of a house is well run including the selection of preassigned students, bringing theme-related programming into the house and maintaining a meaningful connection to the affiliated academic unit. They are also expected to work together with their fellow student staff members as a helpful, responsive, reliable team member. The Row Theme RA supports, adheres to, and complies with the law and the policies of Stanford University. The 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 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 the 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.
Theme Responsibilities

Programming, Campus Opportunities, and Academic Department Relations
- Advance integrative learning with academic departments, and other resources on and off-campus.
- Support thoughtful engagement for all residents with the theme of the community.
- Coordinate the selection of pre-assigned students including ensuring a non-biased process.
- Organize theme-related programs including but not limited to guest speakers, roundtables, student-initiated courses, and events on and off-campus.
- Foster faculty involvement, especially in theme-related programs.
- Identify and develop residents' theme-related interests.
- Inform residents about theme-specific programming.
- Explain, document, track, and enforce pre-assignment requirements for all pre-assignees.
- Work with student staff team and Resident Fellow(s) (if applicable) to integrate pre-assigned students with the rest of the community.
- Seek funding to support theme-related events and activities.

Communication and Administration
- 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.
- Maintain regular communication with the Resident Fellow(s) (if applicable), associated faculty, fellow student staff, and relevant professional staff regarding scheduled house activities and events.
- Actively participate in the coordination of the pre-assignment process for future pre-assigned residents.
- Be a responsible steward of University funds, assets, and resources.
- Be knowledgeable about the financial resources available for theme-specific programming and how to appropriately steward those funding sources.
- Maintain regular communication with the Resident Fellow(s) (if applicable), Community Coordinator, faculty advisor, and other relevant professional staff regarding theme/program activities and events.