Undergraduate Residential Summer Student Staff Role
Undergraduate residential summer student staff ("student staff") play a critical role in the creation of safe, inclusive residential communities that support student health and well-being. 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. Student staff serve as members of a team; are expected to work closely and maintain regular communication with their Residence Dean throughout the duration of their appointment; and are ultimately accountable to the Senior Associate Dean in Residential Education. Student staff have responsibilities in three broad categories related to the residents and communities they are appointed to serve:

1. Promote Health, Safety, and Well-being
2. Promote and Model Equity and Inclusion
3. Foster Community and Belonging

The full obligations of the student staff roles are covered in greater detail in the Role Description.

Undergraduate Residential Summer Student Staff Appointment
The student staff appointment begins on June 15, 2020, and concludes on August 31, 2020. Training and other mandatory meetings will be required one week prior to the start of the appointment.

These terms and obligations and the associated policies remain in effect throughout the duration of the appointment. Residential Education and Stanford University reserve the right to enact changes to the student staff terms and obligations and the associated policies at any point from the time of application and throughout the duration of the appointment.

Adherence to Policy and Law
Student staff must support, adhere to, and comply with any reporting obligations required under the law and University-wide policies including but not limited to the Fundamental Standard and the Honor Code; the Student Alcohol Policy and the policy on Controlled Substances and Alcohol; the policies on Prohibited Sexual Conduct, Sexual Harassment, and Consensual Sexual or Romantic Relationships; the policy on Violence in the Workplace; the policy on Smoke-Free Environment; the policy on Non-Discrimination; the policy on Political, Campaign.
and Lobbying Activities; and all policies contained in the Residence Agreement and the Administrative Guide.

Reporting Obligations
The University is subject to a number of state and federal laws including but not limited to the Clery Act, California Education Code Sections 67380-67385.7, the California Child Abuse and Neglect Reporting Act, and Title IX. Student staff must comply with these laws and follow the instruction of University officials. Under the terms of the Clery Act, student staff are Campus Security Authorities (CSAs) who are required to report certain incidents to the University for purposes of compliance with federal and/or state law.

Student staff must follow the instructions contained in Residential Staff Notification Requirements for Crimes & Incidents. This document details incidents that require reporting and provides information on how to file a report with the appropriate individual or office.

Student staff must report all potential violations of University policy and the law to the appropriate office and/or division as outlined in the student staff reporting requirements, in student staff training, and in the student staff guidelines. Student staff must cooperate fully in any investigation of potential violations of University policy and applicable rules, laws, or regulations, including by providing all requested information in its entirety and participating in any related hearings or disciplinary processes.

Student staff must inform cognizant or on-call Residence Dean about students in distress or in need of support following the Residential Education student staff guidelines.

Student staff may not serve in other roles at the University (whether paid or voluntary) that have reporting obligations that conflict with the student staff role, including any role that requires confidentiality of personal identifying information (e.g., peer counselor for The Bridge Peer Counseling Center, EMT for Stanford Emergency Medical Service, etc.).

Residential Education reserves the right to make changes to the undergraduate residential student staff terms and obligations of appointment at any time without prior notice. Furthermore, reporting obligations under the law may change at any time. If there are relevant changes to current laws, policies, or practices, Residential Education will communicate the changes to student staff and train and support them as necessary.

Alcohol and Other Drugs
Student staff must:

- Understand, support, abide by, and uphold the Student Alcohol Policy and the policy on Controlled Substances and Alcohol.
- Work with cognizant Residence Dean to implement these policies in the residence. This includes but is not limited to intervening in high-risk drinking and illegal drug use and
referring residents to cognizant or on-call Residence Dean and the Office of Alcohol Policy and Education for education and support.

- Comply with legal and University reporting requirements.
- Refuse to provide, serve, or consume alcohol with underage residents.
- Refuse to provide, accept, or use illegal drugs.

**Title IX and Sexual Harassment**

Student staff must:

- Understand, support, abide by, and uphold the policies on [Prohibited Sexual Conduct](#), [Sexual Harassment](#), and [Consensual Sexual or Romantic Relationships](#).
- Complete and uphold the requirements outlined in the University's [Sexual Harassment Prevention Training](#).
- Report all instances of potential Title IX prohibited conduct to (1) cognizant or on-call Residence Dean and (2) through the [CSA Reporting Form](#).
- Refrain from engaging in sexual or romantic relationships with any first-year (frosh) students for the duration of the staff appointment.
- Immediately consult with cognizant Residence Dean if considering a sexual or romantic relationship with an upperclass resident.

**Hazing**

Student staff must:

- Understand, support, abide by, and uphold the [Hazing Policy](#). Report to cognizant or on-call Residence Dean activities that cause, have caused, or are reasonably likely to cause a 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.
- Report hazing incidents to cognizant or on-call Residence Dean and through the [Hazing Report Form](#).

**Community Standards**

Student staff must:

- Understand, support, abide by, and uphold the [Fundamental Standard](#) and the [Honor Code](#).
- Report and/or actively assist residents in reporting all Fundamental Standard and Honor Code concerns to the Office of Community Standards through the [relevant form](#).
- Report and/or actively assist residents in reporting any Acts of Intolerance through the [Acts of Intolerance Reporting Form](#).
- Cooperate fully in any investigation of potential violations of the Fundamental Standard or Honor Code, or of potential Acts of Intolerance, including by providing all requested information in its entirety and participating in any related hearings or disciplinary processes.
Media Protocol
Student staff must:
● Consult with and follow the guidance of cognizant Residence Dean or their designee before communicating with any media outlet.

Privacy Obligations

Student staff must:
● Understand and comply with FERPA, HIPAA, and the Privacy Policy.
● Use only @stanford.edu email for all student staff communications (including all communications about any resident).
● Use Secure Email whenever emailing any non-public student information.
● Never send any sensitive or identifiable resident information via text message, GroupMe, or other non-Stanford communication platform.
● Use only encrypted devices for all student staff communications (including all communications about any resident).
● Use Google Shared drives for Stanford to share student staff files, and if sharing any individual's personal health information, use Stanford Medicine Box.
● Do not share information about any resident or fellow student staff (e.g., personally identifiable information or personal health information) with other students, student staff, administrators, third parties, traditional or social media, or anyone else who does not have a need to know the information.
● Report any violation of student privacy, even if inadvertent, to the University’s Privacy Office through the Report a Privacy Incident form.

Operational and Administrative Obligations
Student staff must fulfill the operational and administrative obligations listed in the categories below.

Training and Education
● Attend and participate in all training required for all student staff (even those who have previously attended) and for assigned residence.
● Attend training, including virtual meetings and online or alternative format training, when required to do so.

Presence and Participation
● Live in assigned residence through the duration of the student staff appointment and sign and abide by the Residence Agreement and any other special house agreements that are required for residents of the house.
- Purchase at least the minimum board plan associated with assigned residence. Exceptions in the case of disability-related reasons may be pursued with the Office of Accessible Education and Residential Education.
- Share responsibility with fellow student staff for serving in an on-call capacity and connect residents to appropriate after-hours resources in case of an emergency.
- Share responsibility with fellow student staff for providing resident support.
- Participate in staff meetings.
- Participate in the closing of the residence at the end of the summer term.
- Participate in Residential Education activities and assessment efforts.

**Residence Policies**
- Ask residents to adhere to and promote compliance with the policies contained in the Residence Agreement including but not limited to policies on Banners/Fliers/Posters, Emergencies, Guests, Noise, Pets, Prohibited Items, Restricted Areas, Service/Support Animals, and Smoke-Free Environment, and current county and state shelter-in-place orders and University policies related to COVID-19.
- Report violations of the Residence Agreement to cognizant Residence Dean.
- Know and promote awareness of the location of Emergency Assembly Point (EAP) for the house. Lead and support residents in safety drills as well as in the event of an emergency. Work in partnership with emergency personnel, Residential Education professional staff, Student Housing staff, and staff team where applicable. Identify emergency situations (e.g., fire, flooding, earthquake, etc.) that require immediate attention and report to emergency personnel and cognizant or on-call Residence Dean.
- If applicable, understand and adhere to the Residence Staff Master Key Use Agreement.

**Terms and Conditions**

**Eligibility**
Student staff must:
- Be eligible to receive stipend payments associated with appointment, or be willing to forgo stipend (this may apply in particular to student athletes on full athletic scholarships).
- Be a United States citizen or permanent resident, or in a visa status appropriate to receive payments from a United States source. Student staff are responsible for understanding how their visa status in the United States impacts their ability to work in the United States, and any restrictions to which they may be subject.

**Standards of Conduct and Termination**
Residential Education holds the appointment and termination authority for student staff. The student staff appointment may be reviewed and action can be taken up to and including termination and removal from residence at any time at the discretion of the Senior Associate Dean upon their determination that the student staff has failed to demonstrate the judgment,
diligence, or responsibility necessary to satisfactorily fulfill the student staff role. Examples supporting such termination of appointment include but are not limited to failure to comport oneself in a manner consistent with University expectations for the role; failure to comply with or report violations of University policies or the law (or coming under review for such violations); or failure to perform the duties and responsibilities of student staff.

In the event of termination of appointment by the Senior Associate Dean or resignation by the student staff prior to the scheduled conclusion of the appointment, the student staff may be reassigned to another residence, and all other rights, benefits, and perquisites of the student staff status end on the date of written notice of such termination by the University.