

## Resident Assistant Community (RA-C) 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 Resident Assistant Community (RA-C) is responsible for working with a student staff team and Resident Fellow(s) (if applicable) to facilitate the social, academic, and personal adjustment of students to the residence and the University. The RA-C position focuses on enhancing the quality of life in the residence halls, including fostering community, providing academic support, and being attentive to the safety and security of residents. They also educate students on University policies and regulations, and support students in adhering to them. The RA supports, adheres to, and complies with the law and the policies of Stanford University. The RA-C is also expected to work together with their fellow student staff members as a helpful, responsive, reliable team member. The RA-C 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.
- Be accessible to residents at various times throughout the week and weekends.
- 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.
- Assist residents as they develop interpersonal skills and individual responsibility.
- Encourage resident participation in residence leadership, University-sponsored programs, student organizations, and other activities.
- Connect residents to academic resources (e.g., Academic Advising Directors) and disseminate relevant information on behalf of academic resources (e.g., tutors).
- Work as a member of the student staff team to support out-of-class learning opportunities for residents.

#### Conflict Resolution

- Empower and educate residents to resolve and mediate low-level conflicts.
- 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 Resident Fellow(s) (if applicable) , Community Coordinator and other professional staff in Residential Education regarding residence activities and operations.
- Collaborate with the student staff team to create budgets and plan food purchases for residence programs and events.
- Execute administrative functions such as completing and submitting all required financial documentation in a timely and accurate manner and reporting residential maintenance concerns.

## Resident Assistant (RA) Role Descriptions

- Participate in student staff recruitment and selection as required.
- Participate in pre-assignment and in-house draw as required.

## Community Responsibilities

### Programming, Campus Opportunities, and Resources

- Help establish community norms and standards to ensure open and honest communication and responsible resident conduct.
- Encourage discussions on identity and topics related to diversity, equity, and inclusion.
- Help residents take responsibility and be good stewards of their residence and community.
- Assess residential community needs and desires, and work with the student staff team and Resident Fellow(s) (if applicable) to organize events, programs, educational workshops, and activities as needed.

### Additional Responsibilities

The needs of each residential community may vary based on residence type, as well as physical structure. To meet those needs, additional responsibilities will be assigned to RA-Cs by Residential Education professional staff or Resident Fellow(s) as required:

- **Physical Health and Mental Well-Being:** Serve as a liaison to and representative for the support services that are offered through Vaden Health Center. Attend necessary trainings. Serve as a point person on student staff to bring health and well-being initiatives into residence. (At least one required for each staff).
- **Residential Technical Support:** Assist residents with Stanford Residential Network Registration and direct them to campus technical support resources; assist Cardinal Print staff with access to printers; report printer related errors/issues as needed. (One required for each staff.)
- **Serve as a liaison and lead for residential efforts focusing on:**
  - Equity and Inclusion
  - Building a Culture of Consent and Title IX
  - Alcohol and Other Drugs
  - Emergency Protocols and Procedures
- **Dorm Government Lead:** Provide support and act as liaison between dorm government and professional staff (in residences with a dorm government).
- **Treasurer:** Manage the residence finances by determining a quarterly budget, making payments and processing reimbursements, maintaining financial records, and keeping the residence checkbook/debit card.
- **Party Planning:** Ensure the University party planning process and policies are followed.
- **Team Leadership:** Develop an accountability structure for student staff and lead student staff meetings.
- **Residential Education Liaison:** Meet with Residence Dean and Community Coordinator as required.
- **Facilities and Equipment Oversight:** Ensure that the residence maintains a basic level of cleanliness and safety. Notify the appropriate offices of residence issues/needs. Maintain a detailed inventory of residence-owned items. Lead the residence closing process in conjunction with other staff members. Maintain residence storage space.
- **Theme/Program Support:** Coordinate and facilitate the development of theme-related projects and programs (in residences with a theme or pre-assignment program). Explain, document, track, and enforce pre-assignment requirements for all pre-assignees. Maintain regular communication with the Community Coordinator, faculty advisor, and other relevant professional staff regarding theme/program activities and events.
- **Kitchen Management:** Promote a healthy and inclusive kitchen community. Maintain kitchen operations. Provide orientation and training for student residents.