

## **Ethnic Theme Associate (ETA) Role Description**

Undergraduate residential student leaders (“student leaders”) 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 Ethnic Theme Associate (ETA) is a student leader role which is responsible for working with the Resident Fellow(s) and student leader team to facilitate the social, academic, and personal adjustment of students to the residence and the University.

The ETA serves as an important connector for the Resident Fellow(s), faculty, residents, and students from across campus related to their experiences living in an ethnic theme community. The ETA position focuses on enhancing the quality of life in the residences, including fostering community, providing theme-oriented support, and being attentive to the safety and security of residents.

The ETA is also expected to work together with their fellow student leader team as a helpful, responsive, reliable team member. The ETA supports, adheres to, and complies with the law and the policies of Stanford University. The ETA serves as a positive role model to residents and peer student leader team members.

### Core Role Responsibilities

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### Ethnic Theme Associate Responsibilities

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## **Core Role 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 leader 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 leader guidelines (distributed at student leader training).

### **Administration**

- Maintain regular communication with the Resident Fellow(s), 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.
- 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.
- 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.
- Meet with incoming student leaders to provide continuity of knowledge, documentation, and best practices.
- Support team leadership structures, accountability, and regular coordination meetings.

## **Ethnic Theme Associate Responsibilities**

### **Programming, Campus Opportunities, and Academic Department Relations**

- Advance integrative learning with Resident Fellows, academic departments, and other resources on and off campus. Support thoughtful engagement for all residents with the ethnic theme of the community.
- Organize theme-related programs including but not limited to guest speakers, roundtables, student-initiated courses, and cultural 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.
- Coordinate and facilitate the development of theme-related projects, especially where required of pre-assigned residents.
- Explain, document, track, and enforce theme requirements..
- Meet regularly with the Resident Fellow(s) and the student leader team to coordinate programming and community-building efforts.
- Coordinate funding to support theme-related events and activities.