

## Ethnic Theme Associate (ETA) 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 Ethnic Theme Associate (ETA) is responsible for working with the Resident Fellow(s) and student staff 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 staff 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 staff members.

### 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 pre-assignment requirements for all pre-assignees.
- Work with the Resident Fellow(s) and the student staff team to integrate pre-assigned students with the rest of the community.
- Meet regularly with the Resident Fellow(s) and the student staff team to coordinate programming and community-building efforts.
- Seek funding to support theme-related events and activities.
- Support diversity and inclusion education broadly.

#### 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), 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.

#### Education and Transition

- Support/coordinate the process of identifying and selecting future ETAs where appropriate and in conjunction with the Resident Fellow (s).

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- Meet with incoming ETAs to pass along crucial information and documentation about the position including but not limited to logistics for important house programs and events, best practices, and other useful practical information.

## 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 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.
- 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.