

Independent Houses Graduate Resident Associate (GRA) 2023-2024, Position Description

Who We Are

Residential Education at Stanford University is central to welcoming undergraduates into communities and homes of learning. In addition to staffing dorms and houses with well-trained and supportive undergraduate peers, undergraduate student staff, and graduate student staff, it also invites Stanford's faculty and senior level administrators as Resident Fellows (RFs) to help build inviting communities and to share their own life's work and passion in a personal, intimate residential setting. From providing programming in the residences to community engagement, Residential Education oversees a myriad of opportunities for both the residential neighborhoods, as well as for the professional university staff by bringing both groups together to engage in the development of intellectual, educational and community building policies, programs, and activities. [Click here](#) to get better acquainted with us.

Position Overview

Continuing for the 2023-2024 academic year and as part of the [Neighborhood Concept](#), Graduate Resident Associates (GRAs) will serve as graduate student staff reporting to a Residential Education Associate Dean or their designee and will be assigned to support independent student residences including Mirrielees, The Suites, or EVGR-A. The GRAs will play a critical role in the creation of safe, inclusive undergraduate residential communities that support student health and well-being and promote personal and intellectual growth. The GRAs will facilitate the social, academic, and personal adjustment of undergraduate students to the neighborhood and the University. The GRAs will work individually and in tandem with undergraduate student staff and with Residential Education professional staff such as Neighborhood Program Directors (NPDs), Resident Directors (RDs), and Community Coordinators (CCs). The GRA role is a live-in position with no official supervisory duties; however, the GRAs will provide guidance, support, and consultation to the undergraduate residential student staff. GRAs have responsibilities in four broad categories related to the residents and communities they are appointed to serve:

1. Promote and Model [Diversity, Equity and Inclusion](#)
2. Promote and Model [Health and Well-being](#)
3. Foster [Community and Belonging](#)
4. Promote and Model [Intellectual & Personal Growth](#)

Given the live-in and experiential nature of student staff positions in Residential Education, there are requirements to work during nights, weekends, some holidays, and other periods when classes are not in session.

The following residences will be supported by the GRA role:

Undergraduates Living in EVGR_A

Belonging to all Stanford Neighborhoods, EVGR-A is a 10-story high-rise facility. The building itself has a variety of small and large “huddle spaces” that are used as community lounges and study areas in addition to several community kitchens, game rooms, and exercise spaces. EVGR-A has nearly 1250 residents and sits in handy proximity to EVGR_B, Mirrielees, Vaden, and other East Campus landmarks and offers a friendly environment a little removed from the hustle and bustle of Main Campus. The ideal EVGR_A resident will develop both self-sufficiency and interdependence. [Click here for more information.](#)

Undergraduates Living in Mirrielees

Belonging to all Stanford Neighborhoods, Mirrielees has nearly 300 residents and sits in handy proximity to Gerhard Quad, Vaden, and other East Campus landmarks and offers a friendly environment a little removed from the hustle and bustle of Main Campus. The ideal Mirrielees resident will develop both self-sufficiency and interdependence. [Click here for more information.](#)

Undergraduates Living in The Suites

Located in Neighborhood Magnolia, The Suites are composed of four apartment-style houses and are located in the west section of campus, near the golf course and the area known as Lake Lagunita. Consisting of 4 individual houses: Anderson, Griffin, Jenkins, and Marx. [Click here for more information.](#)

Core Responsibilities

Support and Engagement

The GRA will serve as an important partner to undergraduate student staff with the designated residential community through learning, investigating, and participating in the fostering of community among house residents. The GRA is expected to provide mentoring for residents and staff interested in community building while sharing their own scholarly passion with the community.

The GRA supports, adheres to, and complies with the law and the policies of Stanford University. The GRA is also expected to work together with Residential Education professional staff members as a helpful, responsive, reliable team member. The GRA serves as a positive role model to residents and undergraduate student staff members.

The GRA will partner with undergraduate student staff and Residential Education professional staff:

- As a member of the house team to support out-of-class learning opportunities for residents
- To provide on-call support to student staff assigned to serve their designated residential community in an emergency/crisis situation along with Residential Education professional staff
 - GRAs in EVGR-A and Mirrielees will serve in an on-call rotation for student staff in EVGR-A and Mirrielees
- In the creative thinking, planning and execution of building community for diverse student populations
- In regular meetings to discuss programming and community well-being, to be decided upon in consultation with the Neighborhood Program Director and depending on the needs of the community, for example:
 - Hosting weekly staff meetings
 - Hosting student staff development opportunities
- To provide visibility and accessibility to the house at various points throughout the academic year including evenings, weekends, holidays, and break periods
- In regular meetings with Residential Education professional staff to coordinate and collaborate on neighborhood initiatives, including but not limited to initiatives related to COVID-19 compliance/support, programming, student staff training, and student staff selection processes
 - Beginning August 15th, GRA roles become active and will be expected to participate in training
 - The entire month of September is utilized for student staff move-in, training and opening of residences. GRAs will be required to meet with their student staff teams nightly during training, which will incorporate a retreat. GRAs will have the opportunity to present and lead large-group sessions but that is voluntary and not required.
 - The months of January through March are utilized for student staff selection which will involve the GRAs partnering with Residential Education professional staff to review applications and conduct interviews.
- To welcome and integrate residents of the house community and neighborhood
- In support of residents as they develop interpersonal skills and individual responsibility

Fostering a Culture of Social Engagement through Community, Learning, and Growth

Mirrielees, The Suites, and EVGR-A, each sponsor a variety of programs intended to build a sense of community, enable meaningful experiences, and encourage personal growth. Therefore, the GRA will have opportunities to partner with and support this work with undergraduate student staff. Examples of this may include providing interpersonal support and guidance for undergraduate residents and student staff to ensure that each student feels welcomed, wanted, and supported within the house. This care will include supporting undergraduates in their efforts to engage socially and academically.

The Ideal GRA will:

- Demonstrate the ability to work with diverse student groups
- Demonstrate an awareness and ability to cultivate an inclusive, diverse and respectful community
- Serve as a thought partner to student staff and Residential Education professional staff, in the overall planning and execution of house community and student engagement
- If applicable, partner with University departments (*ex. Fraternity and Sorority Life*) in supporting student staff and community initiatives
- Provide experience or knowledge of the needs and challenges of a residential community
- Provide leadership, positive role modeling, and mentorship to student staff
- Provide support and back up for undergraduate student staff to help manage resident conflict and concerns
- Work in an organized manner, with ability to work independently
- Advise undergraduate student staff and may host weekly check-in/staff meetings with undergraduate student staff
- Help to manage staff dynamics and conflicts
- Help to manage student staff on-call rotation and duties/programming
- Help to determine when to notify Resident Directors (RDs) and to ensure reporting requirements are met
- Remain apprised of COVID-19 policies, expectations, and changes and how they impact house programming and community building and building use and restrictions
- Attend regular trainings and meetings with Residential Education Associate Dean supervising the GRA cohort
- Attend advising meetings with peer GRA live-in staff
- Embody a high tolerance for ambiguity and ability to be adaptable in a highly uncertain and ever changing environment
- Embody excellent communication skills
- Be willing and able to serve on the evening Student Support and/or on-call team
- Be willing and able to complete other duties as assigned

Application Process

This position is open to master and doctoral candidates with experience living in a college on-campus residential setting, preferably with at least 1 year of having lived in a Stanford on-campus residential community. Candidates from a variety of fields will be considered, provided that they demonstrate a willingness to use their expertise to work with undergraduate students and that their field can contribute useful and applicable knowledge for the undergraduate neighborhood.

Applicants should [complete this form](#) and upload: 1) a cover letter explaining their interest in and qualifications for the position, and 2) a resume that includes the names and contact information of two Stanford-affiliated references. Finalists will be interviewed and appointment determinations will

be made by the Associate Dean for Student Support in consultation with the Residential Education Leadership Team. Applications will be reviewed on a rolling basis.

GRA Position Term and Compensation

GRA positions are “academic appointments” (not “employment”) and are available only to current Stanford graduate students. This is a live-in position with housing provided in an on-campus apartment, studio, or cottage. A meal plan may be provided to those in housing without a kitchen. For those GRAs assigned to live in housing with kitchens, some meal swipes per week will be provided to encourage interactions with the undergraduate student staff and residents you support. Housing accommodations will be provided for the duration of appointment as a GRA, August 15, 2023- concludes on June 30, 2024 (for 1 academic year). Continuing GRAs may remain in place over the summer quarter. The GRA will receive their housing accommodations at no charge in order to facilitate their role. Interested candidates should consider the ways in which this role may or may not affect their graduate student status and financial aid package. Contact your graduate department Student Services Officer, the [Financial Aid Office](#), [Stanford Financial Services](#), and/or the [Bechtel International Center](#) to learn more about your circumstances. GRAs are not precluded by Residential Education from holding teaching assistantships or other forms of employment but should consider potential time constraints in place per their department/employer and/or per Bechtel as the GRA role is anticipated to require up to 20 hours per week.