

Row 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 2023-24 academic year and as part of [the neighborhood model](#), Row Graduate Resident Associates (GRAs) will serve as graduate student staff under the purview of the ResEd Associate Dean. The day-to-day reporting line will be to the Neighborhood Program Director. Row GRAs will be assigned to support Row house residences and 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. 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 Row GRA role is a live-in position with no official supervisory duties; however, Row GRAs will provide opportunities for social engagement, guidance, support, and consultation to the undergraduate residential student staff and with residents when appropriate. Row 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 Row GRA student staff positions in Residential Education, there are requirements to work nights, weekends, some holidays, and other periods when classes are not in session. Row GRAs may choose to remain in their designated University housing during winter break closure while other undergraduate housing closes for this period. GRAs will be utilized throughout spring break for on-call which can be scheduled in advance and considering individual schedules. Those GRAs scheduled to serve on-call must remain on campus. During winter break, no GRA is required to serve on-call.

Undergraduates Living on the Row

The Row is a collection of houses that are distributed across all eight neighborhoods. Row houses include self-operated houses, cooperative houses, and Greek houses. The Row houses include approximately 1600 upperclass undergraduates and are free standing residences. Such houses range in size from 30 to 65 students. Row GRAs primarily provide support and consultation to undergraduate student staff around social engagement including: team building and dynamics, roommate conflicts, and house program development. [Click here for more information.](#)

Core Responsibilities

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

Row houses sponsor a variety of programs intended to build a sense of community, enable meaningful experiences, and encourage personal growth. Therefore, Row GRAs will have opportunities to partner with and support this work with undergraduate student staff as well as Residential Education professional staff. Examples of this will include **servicing on-call, completing rounds of the Row houses, and facilitating student staff team development and social engagement.** GRAs will also be visible, present, and actively engaged with their houses through 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.

Support and Engagement

Row GRAs 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. Row GRAs will be expected to provide mentoring for residents and staff interested in community building while sharing their own scholarly passion with the community.

Row GRAs will support, adhere to, and comply with the law and the policies of Stanford University and are expected to work together with Residential Education professional staff members as helpful, responsive, reliable team members. Row GRAs will serve as positive role models to residents and undergraduate student staff members.

Row GRAs will partner with undergraduate student staff and Residential Education professional staff in the following ways:

Student Staff Team Support

- Row GRAs will guide and direct the efforts of Row house student staff by providing general support and having regular check-ins starting during student staff training prior to autumn quarter and continuing through spring quarter commencement.
- Row GRAs will join student staff in regular meetings to discuss programming and community well-being, and to ensure compliance with University policies and procedures, as directed by and in consultation with the Neighborhood Program Director and depending on the needs of the community.
- GRAs should consult with houses (RAs or social chairs or whomever is in charge) on plans for parties so that the student party planners are fully prepared to uphold all expectations, including sober monitors to timing to noise ordinance compliance to clean-up. The GRAs can refer party planners to other offices (SUPER) as needed.
- Row GRAs will participate in at least one student staff meeting per month for each house they support.
- Row GRAs will schedule 1:1 check-ins with student staff members at least once per quarter.

On-Call Support

- Row GRAs will provide on-call support to Row house student staff assigned to serve their designated residential community in an emergency/crisis situation, along with Residential Education professional staff. Requests for on-site support may come from student staff, residents, or ResEd.
- Row GRAs will participate in an on-call rotation which will be activated in autumn, winter, and spring quarters, every Thursday, Friday, and Saturday (5pm-9am). The GRA on-call rotation will begin the first week of undergraduate student classes in autumn quarter and will end the week of commencement in spring quarter. GRAs will continue to serve on-call during holidays and during spring break, but will not be required to serve on-call during the winter break university closure period.
- Row GRAs will complete Row house rounds each night when serving on-call and according to that week's party list. On-call rounds will take place each evening at 10pm and will consist of walking or biking in Row house areas including the houses located near Campus Drive East, Lomita Court, Mayfield Avenue, Dolores Street, Bowdoin Street, Lane C, Alvarado Row, and Cooksey Avenue.
- During on-call rounds, Row GRAs will check in with student staff, make themselves available to support student staff, will engage with residents, and will assist student staff to address community concerns. Row GRAs will respond to RD or ResEd concerns and support needs.

- Row GRAs will complete on-call incident report forms to document on-call incidents and to document their on-call rounds.

Neighborhood and Social Engagement

- Row GRAs will serve as a member of the house team to support out-of-class learning opportunities for residents.
- Row GRAs will welcome and integrate residents of the house community and neighborhood:
 - Actively work with student staff in the planning for the autumn move-in date to welcome new residents to the community and have a presence on that day to meet residents and teach the community about the ways in which a Row GRA can be of support.
- Row GRAs will facilitate the creative thinking, planning and execution of building community for diverse student populations by working with their cognizant RD to plan and implement programming for student staff.
- Row GRAs will participate in regularly scheduled Neighborhood Council meetings.
- Row GRAs will engage in regular meetings with Residential Education professional staff to coordinate and collaborate on neighborhood initiatives, including but not limited to initiatives related to GRA training, compliance/support, programming, student staff training, and student staff selection processes.
 - GRA training will be mandatory during the first two weeks of the role in August upon move in.
 - The entire month of September is utilized for student staff move-in, training and opening of residences. Row GRAs will be required to meet with their student staff teams nightly during training, which will incorporate a retreat. Row GRAs will have the opportunity to present and lead large-group sessions, which is voluntary and not required.
 - The months of January through March are utilized for student staff selection for the following academic year, which will involve the Row GRAs partnering with Residential Education professional staff to review applications and conduct interviews.
 - The months of March through June are utilized to facilitate and complete the pre-assignment process, which will involve the Row GRAs partnering with Residential Education professional staff to review applications and make final recommendations with the Row house undergraduate student staff.
 - Row GRAs will meet monthly with their cognizant NPD, bi-weekly with their cognizant RD, monthly with the full GRA cohort as well as the Row GRA cohort, and quarterly with the Associate Dean for Student Support.
- Row GRAs will work in support of residents as they develop interpersonal skills and individual responsibility.

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 (e.g., *Fraternity and Sorority Life*), R&DE (e.g., *co-ops*) 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 conflicts and concerns
- Work in an organized manner, with the ability to work independently
- Advise undergraduate student staff and 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 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 Associate Dean for Student Support
- 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 co-term graduate students 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 and preferably with some experience living in an independent Row house community setting. 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 second-year co-term 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 they support. The exact number of meals provided will be communicated in official GRA appointment letters. Housing accommodations will be provided for the duration of the appointment as a GRA, (one academic year, from August 15, 2023 to June 30, 2024). The GRA will receive their housing accommodations at no charge in order to facilitate successful execution of the responsibilities associated with 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 they 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.