Summer Resident Assistant (SRA) / Mentor Job Description
Head Mentor Job Description
SRA/RCC and Mentor / RCC Job Description

University Level (UL)
~50 Summer Resident Assistants (SRAs)
Including SRA/RCC Hybrid Positions

High School Summer College (HSSC)
~40 Mentors, ~9 Head Mentors
Including Mentor/RCC Positions
and Activities Committee Positions

Open Positions

The Summer Session Office is hiring approximately 100 students to staff residence halls this summer. We are looking for ~50 Summer Resident Assistants (SRAs) to staff residence halls for visiting & matriculated undergraduates, and ~50 Mentors/Head Mentors to staff residence halls for High School Summer College students. Both programs also hire students who are qualified to serve in a dual resident assistant/RCC capacity, and these positions are included within the total count for each student population.

Program Overview

*University Level (UL):* Stanford Summer Session admits over 600 visiting undergraduate and graduate students for the Summer Quarter – Stanford’s fourth academic term. These students enroll in courses and share living space with approximately 1000 Stanford students who elect to stay on campus during the summer months. Visiting students complete a selective admissions process to participate in the program. These students enroll in between 3 and 20 units; Stanford students may take courses as well, or engage in on- or off-campus research or employment opportunities.

Summer Session undergraduate students are academically focused, but they also like engaging with students and staff in the residence halls. Residential programming in cultural, educational, and social domains plays a large role in the vibrancy of the summer experience, and Summer Session encourages residential staff to engage students in mindful communities and provide both formal and informal events designed to showcase Stanford and the surrounding Bay Area. SRAs and SRA/RCCs are assigned responsibility for a specific residence that houses a particular population of students, including: a special residence for visiting international students participating in the Summer Session International Honors Program; another residence that includes a mix of summer students plus a small community of U.S. Military Veterans; and several other residences that house a variable ratio of visiting and matriculated Stanford students. Most visiting students will leave campus at the end of eight weeks; most Stanford students will stay on campus for 10 or more weeks. All Summer Session residences are centrally located on campus, and all summer students and staff have access to campus services and recreational facilities.

*High School Summer College (HSSC):* Stanford welcomes nearly 650 high school students to
campus each summer – ~500 residential and ~150 commuters. High School Summer College students are among the world’s most academically-advanced high school students. The program attempts to provide a true university experience by giving HSSC participants many of the freedoms and responsibilities that come with attending college. While High School Summer College students are mature for their age, they rely on Summer College staff to help aid in their transition to college life. The High School Summer College staff, as a whole, has all the responsibilities of a Freshman Dean’s Office: orient new students to the Stanford campus and academic life; offer relevant programming and support to facilitate this transition; help build community among new students; and help students who are struggling in this transition.

Position Overview

Our student residential staff (SRAs, SRA/RCCs, Mentors, Head Mentors, and Mentor/RCCs) incorporate elements of an RA, NSO leader, and advisor – supporting student development individually and as a community. They are visible summer role models and leaders for students. Staff help develop educational opportunities that complement and extend classroom learning, in addition to planning recreational and social activities.

It is imperative that applicants recognize that the Residential Life organizational structure during the summer varies greatly from that of the academic year. Though residential staff report to the Assistant Director of Student Life for Summer Session, they are supervised by unique summer staff members known as House Directors (HDs). House Directors are hired via a selective internship program that specifically attracts individuals seeking careers in student support and higher education. HDs come to the program as seasoned, residential life professionals who provide a crucial layer of supervision and guidance within the Summer Session staffing structure. As highly motivated graduate students, HDs are responsible for directing all aspects of the residence hall they are assigned to for the summer.

Stanford students hired to work as SRAs, SRA/RCCs, Mentors, Head Mentors, and Mentor/RCCs will work with either the undergraduate population, or the high school program. Regardless of assignment, they are expected to know and enforce Summer Session policies and community expectations, and to help orient students to these policies and expectations – which may differ from those in place during the academic year. Staff may notice that more program-wide standards are enforced during the summer (for example, all undergraduate residences will have the same expectations around alcohol, unlike during the rest of the year when RFs create individual expectations for their residences). Additional information about Summer Session rules and responsibilities is provided later in this job description.

Essential Functions

- **Role Model and Leadership.** Residential student staff members are highly visible within the Summer Session community, and are expected to conduct themselves professionally, both in and out of the residence, at all times. Residents often seek
advice from their staff, and therefore, members of the residential team should be able to be active and effective listeners, communicate support to students, and refer issues of concern to the appropriate Summer Session leadership personnel. As role models, all residential student staff should welcome and encourage openness to differences of race, class, gender, religion, sexual orientation, and nationality among residents.

- **Student Intervention and Crisis Management.** Summer Session residential student staff members are the front lines of student interaction. As such, they are expected to act as mediators during conflict situations, identify and refer students – or behaviors – of concern, address inappropriate resident behavior and policy violations, and assist during urgent and emergent situations (fire, health, safety, etc.).

- **Programming.** Residential staff are expected to design, plan, execute, and staff a variety of programs throughout the summer that are either social or co-curricular in nature. Staff are encouraged to use their interests and passions, as well as those of their residents, to develop creative, informative, and educational programs. Programs should aim to enhance the academic and social experience of the communities served, should be implemented consistently throughout the summer, and should take into account the academic calendar and other trends observed in the community.

  Note that programs are funded differently during the Summer Quarter than during the academic year, and some types of activities (for instance, overnight travel away from campus) will not be available to summer students.

- **Support of Summer Session Initiatives.** Summer Session coordinates a number of program-wide activities, such as talent shows, dances, intramural tournaments, speaker series, Day-of-Service events, and more that require SRA and Mentor support. In addition to planning and coordinating programming within each residence hall, all summer student staff are expected to sign-up to support three to four of these program-wide events, which occur on a regular (weekly) basis throughout the eight-week Summer Quarter. Sign-ups for specific events will be coordinated by professional Summer Session staff members or House Directors, and time spent working will be included as part of the weekly time commitment.

- **Community Development.** Staff should be highly accessible in the residence and around campus, especially during afternoon, evening, and weekend hours. Residential student staff members are required to live in their assigned residence and have many meals with residents. Staff serve as the primary orientation team for Summer Session visiting undergraduates and high school students. As a large number of Summer Session students are international, residential student staff members must pay particular attention to the needs of these individuals. In addition to orienting them to the U.S. college classroom and U.S. culture, staff should be prepared to address cross-cultural matters that may develop within the program and/or residence hall.
• **Staff and Administrative Duties.** Although truly always on-call, staff will have certain hours when they are scheduled to respond to lockouts, emergent and urgent situations, and policy violations for the entire residential complex. These on-call responsibilities extend to evenings and weekends, and will be assigned on a rotational basis throughout the summer.

• **High School Summer College Additional Opportunities.** Due to the needs of the high school population, there are two additional opportunities available:
  
  o **Head Mentor.** The Head Mentor will be responsible for leading the development, implementation, and strategic planning of programming throughout the summer. They are the first escalation point for students of concern and student conduct issues. Additionally, they will be in charge of scheduling Mentors and time off for the staff they oversee.

  o **Activities Committee.** 5-7 Mentors will also be on the Activities Committee. These Mentors will plan and implement program-wide activities, and support the initiatives put forth by the Activities Director.

**Ideal Candidate**

The SRA and Mentor positions are exceptional opportunities in leadership development. Applications from mature and highly motivated applicants with a strong leadership background and potential for success in this unique residential context are welcomed and encouraged. The successful candidate will demonstrate initiative, creativity, responsibility, and maturity. They will be able to work independently and as a team, with exceptional decision-making skills under ideal and high-stress situations. They will demonstrate leadership among peers and the ability to lead a diverse group of younger students (in the case of the High School Summer College). They will have great ideas and be able to follow through on them.

**Terms of Employment**

• **Room and Board.** Staff are expected to live in the residence hall room they are assigned for the duration of their assignment, being highly visible and available to serve as a resource for residents. This expectation includes eating the majority of meals with residents.

• **Outside obligations.** Staff may pursue outside work or other activities on- or off-campus up to 10 or 20 hours per week, depending on assignment. Staff must disclose information about their outside work and courses to the Assistant Director of Student Life for Summer Session, and the office may consult with a staff member’s other employers as needed. Outside work or other activities combined with staff hours should not exceed 40 hours per week. Staff should not have outside responsibilities (e.g., job or class) on the weekends or evening (e.g., after 6pm) during the week.
• **Weekly Meetings.** All residential staff will be expected to participate in weekly staff meetings, weekly 1:1 meetings with their supervisor, committee meetings as appropriate, and other staff related meetings. In addition, residential staff will be responsible for the following regularly scheduled meetings:
  
  o **HSSC:** Staff plan and run weekly mandatory House Meetings on Tuesday nights, and therefore generally cannot make outside plans on Tuesday evenings.
  
  o **UL:** Staff plan and run an initial House Meetings for their residence, and additional House Meetings on an ad hoc basis throughout the Summer Quarter.

• **Alcohol and drug policy:** Summer Session residential staff members are not allowed to consume, possess, or be under the influence of alcohol:
  
  o In or near the residences of High School Summer College;
  
  o While on-duty or on-call;
  
  o Within their own residences (for example, an SRA on staff in FroSoCo is not permitted to drink in FroSoCo).

All Summer Session staff should be mindful that even when they are not on-duty or on-call, they are visible role models within the residence. Failure to abide by this policy will result in immediate termination of employment and suspension of housing and dining privileges.

• **On-call.** The residential student staff members work as a team to ensure 24/7 coverage of Summer Session on-call requirements (lockouts, emergent and urgent issues, other resident needs). Staff will serve in each capacity 2-3, 24-hour periods per summer.

  o **HSSC:** Each Mentor will be responsible for curfew check-in (early curfew from 9-10pm and normal curfew 12m) approximately 1-3 times per week.

• **Conduct and Policy Enforcement.** Residential student staff will adhere to, administer, and enforce policies and procedures as outlined in the student handbooks, the **Fundamental Standard**, Behavioral Agreement, **Honor Code**, **Alcohol/Substance Abuse Policy**, the Stanford Residence Agreement, and all other University and Summer Session policies. Staff must be willing to address, document, and handle disciplinary situations and serve in a position of authority in the residences and within the Summer Session community.

• **EDUC 192A: Interpersonal Learning & Leadership: An Introduction to the RA Role.** First-time residential staff are expected to enroll in and successfully complete EDUC 192A in the Spring quarter. Summer staff should sign up for a section led by Summer Session instructors. Those who have worked previously with Summer Session, or have taken EDUC 192A previously are not required to re-enroll. Those who will be on residential
staff for academic year ‘18-‘19 should enroll in the section that best meets the requirement for their academic year position.

- **Training and Welcome Weekend.** Staff are required to attend and actively participate in all staff training sessions held during Spring Quarter and one week prior to the start of the Summer Quarter (June 18 – June 22). Training will last all day and often extends into the evening hours; do not make other plans for that week. Staff are required to attend and participate in Welcome Weekend (June 23-24) events. Failure to attend training or participate in Welcome Weekend is grounds for dismissal and loss of housing and dining privileges.

- **Overnight Away and Guests.** Staff cannot be away from campus overnight without permission from their supervisor and the Assistant Director of Student Life. Permission is typically only given in exceptional circumstances.
  - **UL:** SRAs may have guests in the residence to the extent allowed be the Stanford Residence Agreement.
  - **HSSC:** Mentors may have guests in the Summer College residences before 1am, but may not have overnight guests in their residences. Guests must be accompanied at all times in the residence. Violation of these policies is grounds for dismissal and loss of housing and dining privileges.

- **Background Check.** All summer staff must successfully complete a background check. The background check will be initiated once an offer is extended and accepted; and employment will begin at the completion of a background check that meets Stanford standards.

**Compensation**

Room, board/food stipend, and pay for each position is as follows:

- **SRAs and Mentors** – the rate of pay is $13/hour with an expected 20-hours per week worked (approximately $260 per week).
- **Mentors on the Activities Committee** – the rate of pay is $13/hour with an expected 30-hours per week worked (approximately $390 per week)
- **Head Mentors** – the rate of pay is $15/hour with an expected 30-hours per week worked (approximately $450 per week).
- **SRA/RCC and Mentor/RCCs** – the rate of pay is $13/hour with an expected 20-hours per week worked (approximately $260 per week) as well as a stipend provided by ResComp and based on their calculations for summer residence coverage. The RCC stipend is based on 9-hours per week of work, and candidates must be approved by the Residential Computing unit.

For all positions, it’s important to note that Stanford Summer Session does not reimburse cell phone costs. On Call phones will be provided during Summer Quarter.
Application Details

To apply for a residential staff position, please complete an online application, and indicate which position(s) you are applying for. The application asks for a resume, transcript, and the name of one reference. NOTE: the individual listed as a reference will receive an email from Summer Session asking for a recommendation on your behalf. It will be important that your reference respond to this email when it arrives, so be sure to discuss your application in advance. Qualified applicants will be invited to interview in person or via phone for the position. Applications are due by 11:59 pm Pacific Time on February 4, 2018.

Please click on the appropriate URL below. If the link does not work, please copy and paste the URL into your browser.

New Applicants:

https://stanfordsummer.formstack.com/forms/2018summerresstaffapp

Returning Staff from Summer 2017:

http://stanfordsummer.formstack.com/forms/2018_returning_staff

Questions?

Contact Patricia Hall, Program Coordinator: pghall@stanford.edu