Stanford Summer Session
Summer Resident Director
Two Positions/Temporary Summer Assignment

Each summer Stanford welcomes approximately 1250 visiting high school, undergraduate, and graduate students who come to campus and enroll in courses as part of Summer Quarter: Stanford’s fourth academic term. Students participate in either Summer Session for university level students, or High School Summer College – depending on their age and matriculation – and may live on campus or reside in the immediate vicinity. Program participants come from across the U.S. and around the world, and international students comprise approximately 35% of the visiting population. University level and high school students attend classes together, but live in separate residences on campus, each with distinct residential staff. Both Summer Session for university level students and High School Summer College employ a Summer Resident Director (SRD) who oversees the needs of their respective communities on a day-to-day basis. Additional student staff assist in the development of programming activities to provide students with opportunities to form relationships, experience campus, and explore the surrounding Bay Area. Each Summer Resident Director (SRD) will oversee a team of House Directors (HDs), Summer Resident Assistants (SRAs) or Mentors, and Residential Computer Consultants (RCCs). Summer Session staff and students live in several residences centrally located on campus, and have access to campus services and recreational facilities.

University Level Program Overview

Stanford Summer Session admits around 500 visiting undergraduate and graduate students, who enroll in courses and share living space with approximately 1000 Stanford students who elect to stay on campus during the summer months. The Summer Session community also includes a small number of special programs targeting specific student populations, such as the International Honors Program for students from partner institutions around the world, and the Veteran Accelerator for U.S. Military Veterans in the first two years of their college studies. All visiting students complete a selective admissions process to participate in the program, and 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. University level students are academically focused, but also like to build relationships with their dorm mates. Residential programming in cultural, educational, and social domains plays a large role in the vibrancy of the program. Most visiting students will leave campus at the end of 8 weeks; most Stanford students will stay on campus for 10 or more weeks. All Summer Session residences are centrally located on campus, and summer students and staff have access to campus services and recreational facilities.
High School Summer College Program Overview

Stanford Summer Session welcomes approximately 650 students each year to participate in the High School Summer College program – 500 residential students and 150 commuters. These students are among the world’s most academically-advanced high school students, and complete a competitive application process to gain admission to the program. Students in the residential program enroll in between 8 and 12 units of regular Stanford courses; students attending as commuters take at least 3 units of coursework. All program participants earn college credit which is documented on an official Stanford transcript. Summer Session sponsors several students with full or partial tuition assistance, and the program prides itself on the diversity of young adults who are admitted for the summer. On campus, High School Summer College students are given many of the freedoms and responsibilities that come with attending college; however, while High School Summer College students are mature for their age, they rely on the residential 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 Description

The Summer Resident Director (SRD) position is full-time, contingent, residential, exempt, and tasked at 40 to 50 hours a week. The position is not subject to the overtime provision of the Fair Labor Standards Act. Please note that this position includes evening, weekend, and on call hours.

Essential Functions

Primary tasks will be divided into three major areas:

1) Training, supervision, and evaluation of 5 to 8 House Directors (HDs) hired within the program. The SRD for High School Summer College will have the additional responsibility of overseeing one Activities Director (AD). The SRD will assist in the planning and implementation of training, will help orient HDs to Stanford’s campus and policies, will assist in budget management and house programming, and will design and conduct staff and program assessments. The SRD will organize and/or participate in weekly meetings, including HD all-staff meetings, HD program team meetings, one-on-ones with individual HDs, and other meetings as needed.

Summer Session HDs and the AD report to campus on June 10, 2018, and begin full-time training the next day. The SRD is expected to help plan and implement this training, which runs from June 11 – 15, and June 18 and 19, 2018, and to
help facilitate SRA/Mentor training on June 20 – 22, 2018. All staff are required to participate in Welcome Weekend, June 23 – 24, which is when all Summer Session students arrive on campus.

2) Oversight of residential operations managed by individual HDs, including: programming for residential students, tracking of individual house budgets, and supervision of residential staff. The SRD also has primary responsibility to develop and coordinate programming for the commuting students in their program.

3) First-level management of student issues arising during the day-to-day operation of the specific program to which the SRD is assigned. In addition, the SRD will serve as the Community Standards Officer on the Summer Session Community Standards Review Board, responsible for hearing disciplinary matters involving visiting students enrolled in Summer Session. This will include gathering statements, speaking with students, and organizing meetings.

The SRD will work under the direct supervision of the Assistant Director of Student Life, with additional interaction with the Associate Director of Academic Programs and Student Life.

Terms of Employment

Program Dates. The SRD position will run from June 4 through either August 20, or September 4, 2018. There may be additional opportunities for part-time employment during Stanford’s Spring Quarter, which begins on April 2, 2018.

Room and Board. The Summer Resident Director will be housed in an on-campus, apartment-style residence, and will receive a meal plan or stipend for the duration of their assignment. The SRD is expected to live in the space provided by Summer Session; candidates already living on Stanford’s campus may receive a stipend comparable to the cost of the planned summer housing.

Outside Obligations. The SRD position is designed to be a full-time, exempt position with a non-standard schedule. Evening, night, and weekend hours will be included. Due to the nature of this position no outside obligations, including coursework, will be permitted without prior supervisory approval.

Conduct and Policy Enforcement. Along with all summer staff, the Summer Resident Director is a visible summer role model, leader, planner, and authority for visiting students. The SRD is expected to encourage openness to differences of race, class, gender, religion, sexual orientation, and nationality among residents; to provide personal and academic counseling and referral; to explain and enforce University policies; to be alert to possible crises and serious situations, notify appropriate program
staff and take action; to respect the privacy of student information and treat student data confidentially.

The SRD is subject to and expected to follow all applicable university policies and procedures, many of which are found in the University’s Administrative Guide. These policies include but are not limited to: the University’s Code of Conduct (Chapter 1, Memo 1.1), its policies against harassment, discrimination and retaliation (Chapter 1, Memo 1.7.1; Chapter 2, Memo 2.2.1), and its computing policies (Chapter 6). In addition, all Summer Session staff are required to adhere to the University’s Alcohol/Substance Abuse Policy and the Stanford Residence Agreement. SRDs are also required to support students and staff in their adherence to the Honor Code and Fundamental Standard. All residence staff have significant responsibility for educating summer students about these policies. In addition, all Summer Session staff are not allowed to consume, possess, or be under the influence of alcohol anywhere in or near the High School Summer College residences, nor are they permitted to consume, possess, or be under the influence of alcohol anywhere in or near the undergraduate Summer Session residences while on duty or on call. Failure to abide by this policy will result in immediate termination of employment and suspension of housing and dining privileges. The SRD must be mindful that their residential staff should not be drinking in their residence, nor should they be under the influence of alcohol when on call.

**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. In additional, SRDs will be required to complete a LiveScan fingerprint background check prior to the start of their summer employment. The final candidate must be legally authorized to work in the US. Visa sponsorship is not available for this position.

**Employment Qualifications**

- Bachelor’s degree required, Master’s degree in Student Affairs or related field preferred
- Three years of experience working with academically motivated students, preferably in a residential setting (relevant experience includes Resident Assistant, student programming, boarding school supervision, teacher, etc.)
- Demonstrated leadership and supervisory experience in an educational setting.
- Flexibility and willingness to work long hours.
- Ability to maintain a professional demeanor at all times when dealing with staff, participants, and parents.
- Excellent organizational, interpersonal, and communication skills.

**Compensation**
Compensation for this position includes on-campus apartment-style housing and a dining plan and/or dining stipend, as well as a salary stipend of $1,200 a week.

If interested please upload a resume and cover letter to the following link. If link does not work, copy and paste URL into your browser.

APPLY HERE: https://stanfordsummer.formstack.com/forms/2018_srd_hiring

Stanford is an equal employment opportunity and affirmative action employer and is committed to recruiting and hiring without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.