

## **Sophomore College Resident Director Positions**

Sophomore College is a set of programs organized for returning second-year students who live together in a residence and work under faculty supervision in small-group classes during early September, before the opening of fall quarter. The program helps launch students into a productive sophomore year by giving them a chance to consider which subjects to explore in depth; time to study the process of inquiry itself; and a space in which to form the relationships that will be pivotal in the next three years. Enrollment is open to all sophomores, and participants are selected by Sophomore College faculty.

The core of the Sophomore College experience is the intensive faculty-led classes, each of which enrolls from twelve to fourteen students. Each faculty member is assisted by two upper-class sophomore college assistants (SCAs), who serve a tripartite role as teaching assistants, peer advisors and resident assistants in the dorms. Classes typically meet every weekday morning for two hours. Class time is often supplemented with field trips or other activities relevant to the course's objectives. While the College promotes an academic focus, any activities that encourage bonds among the class and faculty--such as informal conversations over meals--are also encouraged and supported.

The resident directors (RDs) provide administrative and residential support for Sophomore College students and for the associate director of Freshman and Sophomore Programs (FSP). Each RD is expected to live in one of the residence clusters during the college (August 31 through September 11, 2009) and be on call 24 hours/day until the end of the Sophomore College program, which is September 18, 2009. You will report to the associate director of FSP. Compensation will be a stipend of \$1750 plus room and board for the duration of the program. Specific duties include but are not limited to:

### **Calendar**

#### In July, August, or early September

- In conjunction with other RDs and FSP staff, help plan how to achieve the goals of a strong community and atmosphere of intellectual exploration and fellowship in the dorms.
- Meet with Residential Education staff to discuss Stanford's residential policies and practices.

#### During Sophomore College

- Set up materials (August 28) and provide leaderships for SCAs (during training period) preparing for student arrival.
- Participate in and help direct portions of SCA training (August 29 – 30).
- Live in the dorm and supervise residents; serve as liaison with regular-year resident fellow; maintain building security, including communication of security issues to residents; resolve problems with facilities, personal conflicts, etc.
- Help establish and foster appropriate Sophomore College atmosphere and strong community through personal example and by planning and coordinating residence activities in conjunction with SCAs, i.e. dorm meetings, sports events or other bonding activities
- Coordinate and supervise student staff, including RCC, Oral Communications tutor, and especially SCAs, making responsibilities clear and ensuring their accomplishment through regular staff meetings and other communication.
- Plan and coordinate with other resident directors and FSP staff, events for all-college or local events, i.e. faculty night, sporting events, barbecue.
- Act as liaison with central FSP office for communicating with students, providing support for dorm-based classes such as transporting or distributing materials, arranging audio-visual equipment, and other duties as needed.

Here are the staff roles as printed in our SOCO Staff Handbook:

## **STAFF ROLES**

### **RESIDENT DIRECTORS (RDs)**

Resident Directors are quasi-Resident Fellows for the Sophomore College residences. The RDs help organize SCA training, serve as the staff leaders in their residences, and are on-call to handle emergencies and difficulties that may arise in any of the residences.

### **SOPHOMORE COLLEGE ASSISTANTS (SCAs)**

Although specific duties vary somewhat by class, all SCAs are involved in a number of core activities. In addition to assisting faculty members with class planning and students with academic work as needed, SCAs serve as academic advisors and residence staff. SCAs may also be involved in producing afternoon workshops and in programming out-of-class activities. They report to their faculty members in academic matters and to the resident directors on residential matters. They also serve as liaisons between participants and the FSP office.

### **ORAL COMMUNICATION CONSULTANTS (OCCs)**

Oral Communication Consultants live in the dorms and are available to students for one-on-one or group consulting and videotaping, as well as planning dorm programming. OCCs report to Joyce Moser, Oral Communications Lecturer.

### **RESIDENTIAL COMPUTER COORDINATORS (RCCs)**

Residential Computer Coordinators live in the dorms and are available to assist participants and staff with computing support needs. RCCs report to Edward O'Neil, Academic Technology Specialist.