Become a Community Associate

Being a CA in a graduate residence is a significant commitment of time, energy and dedication, but it is also extremely fulfilling and rewarding to be a leader in the graduate community. CAs are selected annually in the spring by the Graduate Life Office.

Job Description

- CAs plan and provide local residential welcome and orientation programs to new students. They also participate and assist in campus-wide orientation programs (NGSO).
- CAs initiate and maintain positive relationships with students living in their residence or neighborhood.
- CAs participate and assist in the assessment of the needs and interests of students within their house, and attend to the general well-being of residents.
- CAs are available and visible to residents and participate in the life and activities of the residence/neighborhood.
- CAs listen attentively to student concerns and questions and are the first point of contact for residents’ problems, issues or conflicts. CAs provide first-line of support and problem-solving or conflict mediation before cases are referred to the Graduate Life Office Deans.
- CAs work closely with Graduate Life Office Deans and other University personnel (CAPS, police, etc.) to provide a comprehensive response to resident or community crises or emergencies.
- CAs treat conversations with students with respect and discretion, and bring questions or concerns to the Graduate Life Deans.
- CAs inform residents of campus resources for health/wellness and for help and support.
- CAs are knowledgeable about, and refer students to, University resources and departments, particularly the Graduate Life Office, Vaden/CAPS, etc., and serve as a liaison between these offices and their residents for information affecting student health and well-being.
- CAs provide emergency response information, resources and leadership to residents.
- CAs create, plan, and implement social events on and off campus for their residents to promote socialization, relaxation, fun, and a sense of community.
- CAs work closely with the Graduate Life Deans to reach out to, provide support to, or check on the welfare of residents in their neighborhood.
- CAs work in collaboration with, or provide assistance and support to, partner offices and organizations, such as VPGE, R&DE, and the GSC, to improve academic and life experiences of graduate students living on campus.
- CA’s are expected to complete training required by the Graduate Life Office.
CA teams (Escondido Village, Rains, Munger and Donald Kennedy Graduate Residences) have area specific Administrative & Programmatic expectations that must be met.

**Job Requirements and Expectations**

- Time commitment is expected to be approximately 2-3 hours/week; however, the Fall Quarter opening period will require additional time for welcoming and orienting students.
- CAs are expected to attend all CA/residence staff meetings.
- CAs are expected to attend a Fall Training and Retreat.

**Housing and Compensation**

- CAs receive a $1000.00/quarter (fall, winter & spring) stipend (based on eligibility) and $800.00 for summer quarter
- CAs are exempt from the Graduate Housing Lottery. If you desire to live on campus even if you are not appointed to a CA position, you (and your roommate, if applicable) must apply for housing for the 2015-2016 academic year.
- CAs in Escondido Village, Lyman, Munger, Rains Houses and Donald Kennedy Graduate Residences, may select one roommate who is also exempt from the Graduate Lottery. CAs in studios in Escondido village will not select a roommate.
- CAs are assigned to specific neighborhoods (Rains, EV, Lyman). Specific apartment preferences will be considered, but are not guaranteed. Specific room assignments are made by Front Desk Coordinators (FDC) in each residential area.

**Eligibility**

- Applicants must be eligible for on-campus housing
- Applicants must have LIMITED PRIORITY
- Applicants must be planning on staying for the entirety of the school year

**About the Residences**

**EV Family - 22 CAs**

EV Family CAs are graduate students and/or spouses who live in EV family courtyards and plan and facilitate welcoming activities and social, cultural, educational and recreational events throughout the academic year. There are approximately 400 families housed in EV, which include over 400 children. Family CAs focus many
of their activities on children and the unique needs of families. CAs are also knowledgeable about resources in and around Stanford and about campus services available to graduate students and their families.

**EV Singles and Couples - 65 CAs**

EV Singles and Couples CAs build community among the vast and diverse singles and couples that live in the Village. Single students live in town house apartments or single occupancy studios. Couples live in town house or high rise apartments. In addition to organizing events in small neighborhoods, CAs have an opportunity to organize larger events by participating in one of four committees: Community Service, Social, Sports and Outdoors, Educational and Cultural.

**Lyman Residences - 5 CAs**

Lyman Residences, which opened in Fall 1997, is an apartment community that houses single students. Program emphasis is on providing opportunities for students to get to know each other through social, educational, multicultural, and recreational activities. Due to its proximity to Governor's Corner, an upperclass undergraduate residence, Lyman has also co-sponsored events so that graduate students and undergraduates can interact.

**Munger Residence - 12 CAs**

As Stanford's newest residence for graduate students, Munger graduate residences consist of 5 buildings that provides housing to a total of 600 residents. In each building, there are a variety of housing options ranging from studio apartments, two-bedroom and four-bedroom for single students to Studios and one-bedroom apartments for couples. Half of the 600 spaces are reserved for law students. Each building in Munger is a CA "neighborhood" where a team of 2 to 3 CAs serve as helpful resources and event organizers to its residents.

**Rains Houses - 21 CAs**

Rains Houses is an apartment complex that houses single students. The complex is divided into neighborhoods in which one or more students serve as CAs. The program focus is on getting students to interact and form friendships and is designed to meet the needs of a large, single graduate student population including social, educational, multicultural, and recreational events. Rains is also home to the Multicultural Theme House whose goal is to provide opportunities for students of diverse backgrounds and lifestyles to interact and learn from each other. The Theme House plans social, multicultural, and educational activities.

**Donald Kennedy Graduate Residences (Comstock Circle) - 12 CAs**
Three different types of housing will be provided in four, 4-story buildings, for a total of 436 new beds of graduate housing. The new commons will include student meeting and social gathering space, laundry facilities, computer cluster, music practice room, game room, TV lounge and front desk. Building A will provide 54 2-bedroom apartments (total of 108 beds). Each apartment will house single graduate students and includes a common kitchen and living area, and two private bathrooms for a total of approximately 878 square feet (sf). Building B will provide 108 premium studio apartments (total of 108 beds) sized for couples. Each premium studio apartment includes a full kitchen and living area for a total of approximately 439 sf. Buildings C and D will provide a total of 220 junior studio apartments (total of 220 beds). Each junior studio apartment will house single graduate students and includes approximately 284 sf per apartment, with a 111 sf shared common area and kitchen for every two apartments.

How to Apply

Applications for 2015-2016 will be available in early February. The hiring process takes approximately 2 months.

Get Your Questions about Being a CA Answered

If you have questions not answered by this page, please email GLO staff:

- Ken Hsu (Escondido Village Singles and Couples)
- Laurette Beeson (Escondido Village Singles and Couples)
- Shannon Hobbs (Escondido Village Singles and Couples, Off Campus Subsidized Residences)
- Andy Hernandez (Escondido Village Families, Lyman, and Schwab)
- Kimberly James (Rains Houses and Munger Graduate Residences)
- Christine Gibo-Crapps (Escondido Village Singles and Couples)
- Marcela Chaverri (Office Administrator)