UNIVERSITY HOUSING SERVICES
FACULTY-IN-RESIDENCE (FIR)
JOB DESCRIPTION

Time base: 10 hours per week
Department: University Housing Services
Reports To: Associate Director for Residential Life

This is a part-time position approximately 10 hours per week during the year from late July to the end of May with an option to continue living on campus in June. This position will be in addition to the successful candidate’s faculty unit employee appointment. Applicants must have concurrent employment at San José State University as a tenured, tenure-track faculty unit employee, temporary faculty unit employee or lecturer (on a one year or more contract) to be considered.

The Faculty-in-Residence, who resides in campus provided housing, sponsors and participates in residential curriculum programs, encourages the intellectual stimulation and academic involvement, and provides mentoring for student residents. Working under the general direction of the Associate Director of Residential Life, the Faculty-in-Residence will work closely with the professional and paraprofessional staff and residence hall student government groups in developing a sense of community, fostering involvement in social and educational hall and campus programs and activities, and meeting the academic, and community needs of resident students.

Duties and Responsibilities (to include, but not limited to, the following):

- **Social Engagement**
  - Welcome students and families by participating in the opening of housing facilities and Welcome Week programming;
  - Maintain a high level of visibility and accessibility to students in the assigned residence hall;
  - Engage in appropriate, formal and informal social interactions with residents in the residence hall community, including attending residence hall programs;
  - Attend monthly community meetings;
  - Share 2-3 meals a week with residents in the Dining Commons and;
  - Encourage staff and students to appreciate and be open to people from diverse backgrounds and perspectives; and
  - Participate in the University Housing Services component of Admitted Spartan Day held in April.
Academic Initiatives
- Plan, implement and participate in monthly academically focused programs in the residence hall community such as mini lectures, workshops, fieldtrips, discussion groups, guest speakers, movie night and informal seminars;
- Serve on a Community Council comprised of faulty, staff, students, and community members;
- Assist with faculty recruitment efforts for residence hall programming
- Engage in formal and informal academic interactions with residents in the residence hall community.

Educational Development
- Encourage the development of the residential community and openness to others whose background, and life experiences differ from their own;
- Initiate, two educational programs a month such as discussions, last lecture series, symposia, and cultural events;
- Attend educational programs, workshops, and events of residential staff and student government groups and encourage student participation in such programs;
- Recruit faculty to participate in the Residential Curriculum and interact with residents throughout Housing;
- Participate in Department wide social justice programs and initiatives.

Department/University Involvement
- Attend annual training prior to Residence Hall opening (2-3 days of training)
- Attend regular meetings with the Residence Life Coordinator of the corresponding community, the Living Learning Community Coordinator, supervisor, and Housing Department, and work with them to foster the development and growth of residential communities;
- Hold regular office hours in the residence hall community;
- Attend on-going staff meetings with the Resident Advisors to interact, develop partnerships, and discuss programs and activities;
- Communicate on a regular basis with the campus faculty about the residential life programming;
- Assist with academic initiatives and the University’s Mission to promote student success;
- Become knowledgeable of student resources on campus;
- Serve as a role model and support university and residence hall policies;
- Assist staff during emergencies, if willing and able;
- Report housing or university policy violations to staff members;
Submit a proposed FIR program plan/activity schedule for each semester;
Submit end of the semester and end of the year reports;
Participate in semesterly assessment initiatives to evaluate the FIR program;
Assist in the recruitment of faculty to the FIR program and orienting them to the role.

**Minimum Qualifications:** Applicants must have concurrent employment at San José State University as a tenured, tenure-track faculty unit employee, temporary faculty unit employee or lecturer (on a one year or more contract) to be considered.

The successful candidate must also demonstrate the following:
- General knowledge of the personal, social, and academic challenges encountered by college students;
- Working knowledge of strategies for academic success;
- Working knowledge of current issues and trends in higher education;
- Effective interpersonal and intercultural communication skills;
- Commitment to the development of an educational residential community and environment;
- General knowledge of policies concerning academic integrity, university policy, and sexual harassment;
- Strong role modeling;
- Basic event planning skills;
- Computer proficiency; and
- Ability to foster and maintain cooperative working relationships with diverse student, staff, faculty and community members.

**Preferred Qualifications:**
- Experience living in or working with campus residential community;
- Demonstrated experience collaborating with other departments or community organizations;
- Demonstrated experience coordinating co-curricular events; and
- Demonstrated experience formally or informally mentoring college students.

**Compensation:**
- Use of a rent-free furnished faculty one or two bedroom apartment on campus (valued at approximately $25,000; apartment type is based on availability);
- Paid utilities, including water, gas, electric, trash, high speed internet and wireless, and internet television;
- Limited meal plan (100 meals/semester valued at approximately $1,100)

*Compensation may be subject to taxation*
**Appointment:**
The appointment will be made after consideration of applications submitted for the position and is subject to approval by the Division of Student Affairs. The Faculty-in-Residence must sign employee and housing license agreements before commencing appointment. Re-appointment for subsequent appointments is dependent upon performance, available funding and is at the discretion of Student Affairs and University Housing Services. Incumbents reappointed for an additional appointment may reside in housing for a full 12 months. Those who are not continuing in the position may reside in the apartment for 11 months (July through May).

The successful candidate for this position is required to be fingerprinted through the San José State University approved CA Live scan Agency. Results of the fingerprint process must be received by the university prior to the candidate’s appointment. The cost of fingerprinting is borne by the university.

**Application Process:**
Candidates for the Faculty-in-Residence position must submit a completed Faculty-in-Residence Application. The position will remain open until filled. The first application review date is April 4, 2016. Application materials received by this date will be given first consideration. Applications may be submitted to Stephanie Hubbard, Associate Director for Residential Life at Stephanie.hubbard@sjsu.edu. Applications received thereafter may be considered if positions are still available.

Application documents and additional information about living on campus housing including the license agreement can be found at: [www.housing.sjsu.edu](http://www.housing.sjsu.edu).