

## University Housing Services Faculty-In-Residence (FIR) 2023-2024 Academic Year

### JOB DESCRIPTION

**Time base:** 10 hours minimum per week  
**Department:** University Housing Services  
**Reports to:** Assistant Director for Academic Initiatives and Living Learning Communities

This is a part-time position approximately 10 hours per week during the year, from August 1, 2023 to the end of May 2024 with an option to continue living on campus until the end of June 2024. 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 reside in on-campus provided housing, sponsors and participates in Residential Curriculum programs, encourages intellectual stimulation and academic involvement, and provides mentoring for student residents. Working under the general direction of the Director of Residence Life and the Assistant Director of Academic Initiatives and Living Learning Communities, the Faculty-in-Residence will work closely with the Coordinator for Academic Success, the professional and paraprofessional staff and residential 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.

**Theme Communities:** The following six Theme Communities are located in Joe West Hall:

- **Arts Village**
- **Black Scholars Community**
- **Business Innovation and Leadership Development (BUILD)**
- **Community for Engineering Living and Learning (CELL)**
- **Sustainable Spartans**
- **Rainbow Village**

Students have the option to select a preferred Theme Community that fits their academic goals or identities/interests on their housing application. Faculty-in-Residence, student staff (Resident Assistants, Peer Academic Success Coaches), and student leaders (Residence Hall Association, Hall Governments) work collaboratively to provide events and activities that support the learning goals of these communities.

**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 activities.
- Maintain a high level of visibility and accessibility to students in the assigned residential community.
- Engage in appropriate, formal and informal social interactions with residents in the residential community, including attending residential programs.
- Attend monthly residential community meetings.
- Share meals during the week/weekend with residents in the Dining Commons.
- Participate in the University Housing Services component of Admitted Spartan Day held in April.
- Participate in student Affairs sanctioned events as a chaperone.

**Academic Initiatives**

- Plan, implement, and participate in monthly academically focused programs in the residential community such as academic support sessions, workshops, field trips, discussion groups, guest speakers, movie nights and informal seminars.
- Provide academic support and guidance to the residential community, along with the Peer Advisors, through tutoring and one-on-one interactions with students.
- Serve on any Communities Advisory Councils composed of faculty, staff, students, and community members, if they are assigned in that community.
- Engage in formal and informal academic interactions with residents in the residential community.
- Support the Academic Initiatives signature events for the residential community (Pre-registration Academic Advising in the fall, Aim for Pi in the spring, Academic themed events).
- Collaborate with Academic Initiatives staff for academic related workshops at the Spartan Hub (Study and Tutoring space).
- Contribute to the Faculty-in-Residence Symposium at the end of the academic year (May 2024) that showcases their work and achievements in the residential community.

**Educational Development**

- Promote a welcoming culture within the residential community that values and celebrates diversity and inclusiveness.
- Promote and support department and campus wide social justice programs and initiatives that will encourage the development of the residential community.
- Attend educational programs, workshops, and events of residential staff and student government groups and encourage student participation in such programs.
- Support and promote the Educational Priority and Learning Goals of the Residential Curriculum through Faculty-in-Residence activities.

**Department/University Involvement**

- Attend Faculty-in-Residence Training in the month of August.
- Attend annual August and January Student Leader trainings.
- Attend regular meetings with the Residential Life staff (Residential Life Coordinators and Resident Advisors) and Hall Government meetings of the corresponding community.

- Attend monthly meetings with the Faculty-in-Residence team (Friday, 3:00-4:00 pm).
- Attend 1:1 meetings with the Academic Initiatives staff.
- Work collaboratively with the Peer Academic Success Coaches (PASCs) and the Academic Initiatives Project Coordinators (AI student staff).
- Arrange for availability during the week for community time with residents (in-person or online).
- Assist with academic initiatives to promote student success.
- Become knowledgeable of student resources on campus.
- Serve as a role model and support university and residential community 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 ongoing program evaluation, assessment of academic initiatives, and provide feedback on their experience in the Faculty-in-Residence program.
- Support the Academic mission and values of the university, the Division of Student Affairs, and the University Housing Services.

**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
- Ability to foster and maintain cooperative working relationships with diverse student, staff, faculty and community members

**Candidates must be fully present and available from August 1-10, 2023 to attend training provided by University Housing Services. Absences from this time must be approved prior to missing with the Director of Residential Life. Faculty in Residence Staff will be present and assist with the August Move-in period at the start of the academic year.**

**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
- Demonstrated experience formally or informally mentoring college students

**Compensation:**

- Use of a furnished faculty one-bedroom apartment for a nominal monthly rent to be determined prior to final offers being made.
- Paid utilities, including water, gas, electric, trash, and Wi Fi internet access
- Limited meal plan to be determined prior to final offers being made.

\*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 reapplication process, available funding and is at the discretion of Student Affairs and University Housing Services. The Faculty-in-Residence is a ten-month position with an option to reapply (two-year limit). 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 via the Google form [2023-2024 Faculty-in-Residence Application](#). Priority deadline is **Sunday April 9, 2023**. Application materials received by this date will be given first consideration. The position will remain open until filled. Applications must be submitted electronically. Please, direct any questions to Lina Anastasovitou, Coordinator for Academic Success:

**Email:** [uhs-academic-initiatives@sjsu.edu](mailto:uhs-academic-initiatives@sjsu.edu)

Applications received thereafter may be considered if positions are still available.

Additional information about living on campus housing, including the license agreement, can be found at: <http://www.housing.sjsu.edu>