

HUMBOLDT STATE UNIVERSITY
Housing & Residence Life

FACULTY/STAFF-IN-RESIDENCE

Job Description

Time base: .25 (10 hours per week)
Department: Housing & Residence Life
Reports To: Associate Director, Residence Life

This is a part-time (10 hours per week) academic year position and will be in addition to the successful candidate's staff employee appointment. Applicants must have a concurrent employment at Humboldt State University as full-time, exempt staff member to be considered. (For FIR - Applicants must have a concurrent employment at Humboldt State University as a tenure-line faculty unit employee or temporary faculty unit employee with at least a .8 time base to be considered.)

The Faculty/Staff-in-Residence resides in on-campus housing, sponsors and participates in educational programs and provides informal mentoring for student residents. The Faculty/Staff-in-Residence is responsible for engaging students residing in an on-campus living area in activities that integrate curricular and co-curricular education.

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

- **Resident Engagement**
 - Plan, implement and participate in monthly educational, developmental, or academically focused programs in the residence hall community such as mini lectures, workshops, fieldtrips, discussion groups, guest speakers, movie night and informal seminars;
 - Engage in appropriate, informal interaction with residents in the residence hall community, such as ice cream socials, craft nights, board games, conversations in the area lounge, and sports games;
 - Develop and implement students of color leadership training program and retreat (Only SIR);
 - Participate actively in residence hall activities;
 - Develop appropriate relationships with residents and Residence Life staff;
 - Eat meals with residents;
 - Implement Faculty and Students Together (FAST) Program
 - Welcome students by participating in the opening of housing facilities and Welcome Week programming;
 - Maintain a high-level of visibility within the residence hall community; and
 - Serve as a positive role model for residents.

- **Department/University Involvement**
 - Represent the FIR/SIR program to campus and community constituents;
 - Attend Residence Life area staff meetings;
 - Meet regularly with Associate Director or designee;
 - Assist with assessment related activities;
 - Assist with academic initiatives and the University's Mission to promote student success;
 - Become knowledgeable of student resources on campus;

- Report housing or university policy violations to staff members;
- Submit a proposed SIR program plan/activity schedule for each semester; and
- Submit end of the semester and end of the year reports.

Minimum Qualifications:

SIR - Concurrent employment at Humboldt State University as a full-time, exempt staff employee. Equivalent to graduation from a four-year college or university and two years professional experience coordinating or directing college-level activities. A Master's degree in a job-related field may be substituted for one year of professional experience.

FIR - Concurrent employment at Humboldt State University as a tenure-line or temporary (.8 time base or above) faculty unit employee.

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;
- 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 or working in the residence halls;
- 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 apartment on campus;
- Paid utilities, including water, gas, electric, trash, high speed internet and wireless, local phone calls, and cable television;
- Mini-meal plan;
- Reserved parking space (parking permit must be purchased); and
- Access to housing gym.

* Compensation may be subject to taxation

Appointment:

The appointment will be made after consideration of applications submitted for the position and is subject to the Department and University approval. The Staff-in-Residence must sign an employee agreement/housing license before commencing appointment. The FIR/SIR is an academic year appointment. Re-appointment is dependent upon performance and available funding, and candidates may need to re-apply. 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 (August through June).

The successful candidate for this position is required to pass the University's background check process. The cost of the background check is borne by the university.

Application Process:

Candidates for the Faculty/Staff-in-Residence position must submit a completed Faculty/Staff-in-Residence Application, signed Faculty/Staff-in-Residence Statement of Support, and curriculum vitae or résumé. The position will remain open until filled. The first application review date is June 5, 2017. Application materials received or postmarked before or by this date will be given first consideration. Applications received thereafter may be considered if the position is not filled. Application documents and additional information can be found at <http://housing.humboldt.edu/node/296>. All application documents should be submitted to:

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