

Housing and Residential Life 2021-2022 Faculty Fellow Position Description

Faculty Fellows (FF) are dedicated faculty members who create meaningful connections with students outside the classroom. Each FF dedicates approximately 25 hours each semester to design and implement opportunities to interact with campus residents.

FFs will facilitate individual and small-group mentorship for campus residents. Each FF will be assigned a small group of 15-20 campus residents. FFs will invite mentees to attend small group interactions and activities as well as holding one-on-one mentorship sessions with each student.

Eligibility:

Applicants must be current NMSU or DACC faculty members throughout their term in the position.

Remuneration:

\$750 stipend for the spring semester to be paid in a one-time payment after the end of the semester. Appointed term is August 13, 2021 – May 7, 2022; stipend will be prorated if a FF resigns before completing their term.

Expectations of Faculty Fellows:

Each FF is expected to dedicate approximately **25 hours per semester** on the following items:

- Attend fall and spring FF training
- Send encouraging/enriching email/text/group message to assigned small group at least 8 times per semester (every 2 weeks)
- Send 2 hand-written postcards to each student per semester; postcards will be provided and delivered/mailed to residents by Housing and Residential Life prior to midterms and final exams
- Facilitate 3 small group interactions (1 per month) during the course of the semester
 - In most cases, small group interactions will involve inviting mentees to attend existing NMSU activities as a group; in some cases, the FF may opt to plan their own event or activity for mentees to attend
 - Examples of opportunities for small group interactions include attending NMSU sporting events, performances, residence hall programs, student organization activities, department/college programs, group meals, etc.
- Schedule and complete at least 3 one-on-one mentorship meeting with each assigned student per semester (1 per month)
 - It is incumbent on the Faculty Fellow to make substantial attempts to contact students to schedule mentorship sessions
- Attend 2 check-in meetings with the Associate Director or delegate per semester
- Establish meaningful relationships with residents of Housing and Residential Life
- Offer intentional opportunities to connect with and support residents
- Be an advocate and resource for residents in support of their academic success and positive collegiate experience
- Represent NMSU, Department/College, and Housing and Residential Life in a positive manner
- Share ideas/resources with other FFs in person, by email, and via the FF Canvas course
- Document activities and communication by submitting a monthly check-in report using the online form
- Serve as a mandatory reporter for any concerning student behavior
- Communicate with Associate Director of Residential Education regularly regarding community progress

Mark your calendar (subject to changes or additions):

Date	Time	Activity
August 12	1:30-3:00	Training session
August 13-16		Move-in days (First-years 8/13-14; Apartments 8/15-16)
August 16		Deadline to send first email introduction to mentees
September 5		August report due
September 3	11:30-1:00	Early fall check-in meeting and lunch
October 1		Midterm postcards due
October 5		September report due
October – TBA		Dine with Faculty
November 5		October report due
November 5	11:30-1:00	Late fall check-in meeting and lunch
November 19		Finals postcards due
November – TBA		Outplay Your Professor
December 5		November report due
December 17		Stipend payment requests submitted by Housing; confirm all reports have been turned in to avoid delays
January 17	3:30-5:00	Training session
February 11	11:30-1:00	Early spring check-in meeting and lunch
March 1		Midterm postcards due
March 5		February report due
March TBA		Dine with Faculty
April 5		March report due
April 8	11:30-1:00	Late spring check-in meeting and lunch
April 22		Housing & Residential Life End of Year Banquet
April 22		Final exam postcards due
April TBA		Outplay Your Professor
May 3		Mentorship experience survey sent to student participants
May 5		April report due
May 13		Stipend payment requests submitted by Housing; confirm all reports have been turned in to avoid delays

Anticipated time commitment:

Hours	Activity
12	One-on-one mentorship meetings
4	Small group interactions
3	FF meetings and other communication
2	Scheduling/preparation for one-on-one mentorship meetings
2	Postcards
1	Encouraging/enriching messages to small group
1	Logging and reports
25	Approximate Total Hours

Program Website: <http://housing.nmsu.edu/fellows/>

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