HEAD RESIDENT FELLOW

The position of Head Resident Fellow was established in 2009, in association with the opening of Duncan and McMurtry Colleges, in recognition of the value of having a larger leadership team in the new, larger colleges. By adding a new Head Resident Fellow to the standard leadership team—the Faculty Master and two RA’s—we maintain what we believe to be a healthy ratio of adult mentors to students within a college.

The Head Resident Fellow fills many of the same roles as the RA, assisting the Masters in supporting the intellectual, cultural and social activities within the colleges. However, the HRF is also expected to take on responsibilities beyond those of RAs for administering the college and assisting the Master and Dean of Undergraduates Office in fostering community and monitoring and supporting the academic and personal well-being of the students in their college.

In particular, the HRF is charged with helping the Master coordinate the college’s RAs and with paying special attention to the experience of first-year students in the college. Working closely with the university’s Director of First-year Programs, O-Week student leaders, Office of Academic Advising, College Masters, and others, the HRF will serve as an advisor to and principal contact for new students, and play an integral role in college and university programs designed to assist students’ transition to life at Rice.

Successful applicants, therefore, must possess a subtle understanding of the academic enterprise and residential college mission, as well as energy, patience, empathy and the ability to mentor students and build community. The successful applicant will also have a distinguished record of teaching, advising, and/or mentoring undergraduates, as well as the personal and intellectual confidence, energy and inclination necessary to serve as a leader in the college, agent of the university, and, when appropriate, stand-in for the Master.

Head Resident Fellows must be full-time Rice faculty or staff. In addition to a large, two-bedroom apartment in the college, the HRF’s compensation includes a meal plan and annual stipend of $5000. Head Resident Fellows are appointed for renewable three-year terms, with continuation dependent upon successful performance reviews at the end of their first and third years of service.

Position Description:
Title: Head Resident Fellow of McMurtry College; Head Resident Fellow of Duncan College

Qualifications:
* Applicants must be a full-time Rice faculty or staff member in good standing in their employment
* An advanced degree
Experience teaching, advising, and/or mentoring undergraduates

All HRFs (including non-Rice spouses or partners of HRFs) must satisfactorily complete a background check

Responsibilities: The Head Resident Fellow (HRF) will bear the same responsibilities as Resident Associates: A successful HRF will make continual effort to know the members of his/her college, be accessible to and serve as a first point of contact for all students within the college, and help them understand and access university resources. S/he will encourage and contribute actively to the intellectual, cultural, and social life of the college, develop a clear understanding of university policies and procedures, including emergency response protocols, and assist the College Master and other university officials in responding to students in need. The HRF will be among those staff members designated as “essential personnel” and will have specific responsibilities associated with crisis response. The HRF must participate in training for the latter role.

The HRF has particular responsibility for helping the Master coordinate the college’s RAs and paying special attention to the experience of first-year students in the college. In the latter role, he/she will serve as an advisor to and principal contact for new students, and play an integral role in college and university programs designed assist students’ transition to life at Rice. At the discretion of the Master and Dean Forman, a Head Resident Fellow’s responsibilities may include designated office hours for meeting with students; oversight of certain activities, committees, or programs within the HRF’s college; and, formal involvement in the college’s and/or university’s after-hours response to students in need. Head Resident Fellows will report to the College Masters and the Office of the Dean of Undergraduates and will be expected to work seamlessly as a member of the college team of Masters, RAs, and Coordinator.