Resident Faculty job description

Position Title: Resident Faculty

Department/Employee Category: 10 month faculty

Reports To: Resident Faculty Department Chair and Dean of Students

Position Purpose / Expected Results:

Resident faculty at Emma Willard School set the intellectual and cultural tone of the dormitory and are responsible for students’ physical safety and well-being. Resident faculty cultivate the hall’s social life, hosting teas, weekend events, and holiday and other events. They are responsible for the daily administration of the dormitory halls, addressing facilities concerns, working with students to resolve conflicts, program planning, and serving as a resource for residents within their halls. Working as a team, the Resident Faculty Department fosters a healthy and inclusive residential environment where each student feels supported and can grow authentically with space to explore their potential alongside their peers.

Resident faculty are professionals interested in adolescent development and in the creation of programming that builds character and challenges growth. Residential life is a part of the Emma Willard program, and our residential faculty embed our program pillars\(^1\) into the residential experience. In the dormitories, resident faculty use their expertise in experiential learning to support and promote student growth with every interaction. Through their work teaching in the READY curriculum, resident faculty deliver the school’s life-skills curriculum and guide students’ to reflect on authentic definitions of success and habits that cultivate a healthy life.

Resident faculty work closely with the student leaders (Proctors and Peer Leaders in Training) living on their hall. Resident faculty are trained in teaching leadership to students and use that expertise to counsel and support our student dormitory leaders. In partnership, residential faculty and student leaders build community and belonging for all students.

The School encourages candidates from under-represented groups and individuals who have demonstrated experience with diverse populations who can contribute to the diversity and excellence of the academic community through their service to apply.

Key Areas of Responsibilities:

- Create a vibrant, safe and connected residential hall community
- In partnership with the Residential Faculty team, create and deliver a residential program that aligns with the School’s Program Pillars
- Teach the school’s life-skills curriculum in the READY seminar
- Assess and support the wellbeing and growth for students in their hall

\(^1\) Emma Willard Program Pillars: Intellectual flexibility, Purpose and Community, Equity and Justice.
● Be an advocate for student needs and concerns by communicating with parents/guardians, health center and counseling staff, advisors, teachers, and administrators.

● Work in partnership with the Director of Community Life and Student Activities Manager to deliver a vibrant weekend activities program, including planning and leading weekly on-campus events

● Participate in faculty responsibilities including attending and contributing to departmental, faculty, and employee meetings, composing quarterly comments, managing off-campus leaves and permissions and transportation, etc.

● Serve as advisor to 4-5 students as part of a grade-level advising team

● Lead co-curricular activities; (e.g. head/assistant coach or an equivalent extracurricular commitment).

**Personal Qualities**

● Be a strong advocate for the Emma Willard School mission

● Be a collaborative colleague, foster the spirit of teamwork and rapport with students, advisors, and teachers.

● Demonstrate maturity, humility, professionalism, confidence, integrity, confidentiality, and a strong work ethic.

● Be organized with logistics and effective with execution of events.

● Ability to work with parents and families in support of the overall student experience.

● Ability to form positive relationships with adolescents from a variety of backgrounds and experiences.

● Demonstrated interest in adolescent growth and development.

● Demonstrate a commitment to lifelong learning.

**Qualifications**

● Bachelor’s degree required.

● Relevant experience in residential life or youth mentoring.

● Valid driver’s license.

● Demonstrated skill using technology.

We seek to identify, recruit, and develop employees who bring a diversity of experiences, perspectives, talents, and backgrounds. Emma is an equal opportunity employer.

**Emma Willard School requires employees to be fully vaccinated with the exception of qualifying exemptions. You will need to submit a resume and cover letter to be considered for the position.**

*Please apply through the school's Career Center website.*