POSITION DESCRIPTION

Resident Fellow

Position Level
Level 1

Faculty/Division
Division of Academic and Student Life

Position Number
ADMIN ONLY

Original document creation
November 2021

Position Summary

The Resident Fellow plays an important role within the Pro Vice-Chancellor Education & Student Experience portfolio, Wellbeing Pillar, Accommodation & UNSW Colleges theme by being a leading example to student residents, in their professional and personal lives, and by working closely with the Dean and Deputy Dean to facilitate the academic, social and cultural life of the College.

The role contributes to building and supporting a collegiate community across the student resident cohort and includes taking an active role in floor and College events, participating in meetings and training, assisting in the overnight on-call Duty Roster, assisting students in meeting their academic requirements, as well as taking an interest in the student residents of the College and promoting relationships between residents. The Resident Fellow is engaged in study, academic employment and/or professional work at UNSW and is expected to maintain successful commitment to these activities in addition to their functions within the College.

The role reports to the Dean of College and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- By arrangement with the Dean of College, each term participate in University and College events including attendance at O-Week Program events and activities, participation in bi-annual Open Day and other promotional and alumni events and activities, attendance at the Commencement Dinner and other College formal dinners.

- By arrangement with the Dean of College, attend College sporting, cultural and social events and functions, and participate in the various community activities of the Colleges and promote in residents a sense of security, identification, integration and belonging in their everyday lives while at the University.
- Attend regular meetings as required, including the weekly college House Committee meeting ('Coffee Night') and the college Resident Fellows’ meeting and inform staff and students of information and events related to the meetings.

- Assist students in meeting their academic responsibilities by conducting a one-hour weekly tutorial during term, additional tutorials to support assessments, becoming familiar with referral resources for academic concerns and identifying students who are experiencing academic difficulties and provide appropriate recommendations.

- Assist in overnight on-call duties as per the rotating roster with availability outside of business hours to attend to minor or critical incidents that might arise in the College, documenting and reporting each duty shift in College records, and having awareness and knowledge of after-hours emergency and evacuation procedures.

- Develop and maintain helpful relationships with student residents by taking an active interest in each student via weekly one-on-one visits or interactions, holding regular resident meetings to establish and maintain community living standards, actively being available to talk to students with an open mind and understanding, and coordinate at least four inclusive events per term based on the needs of student residents and encouraging their participation.

- Be familiar with UNSW student support services, contacts and referral resources and identify and triage appropriately to the Dean of College, Wellness Advisors, Student Support team or the Mental Health Connect team, student residents who need physical and or psychological support.

- Promote relationships and encourage interaction between student residents to raise awareness and understanding of diversity issues and identify and utilise the leadership, organisational, promotional and interpersonal skills of students to achieve this.

- Actively participate in the organisation committee for formal College events and attend at least one academic dinner, alumni event or other formal occasion and oversee two events per term as a member of either the Health Safety and Wellness Portfolio or the Communities Portfolio.

- Support new student resident orientations and conduct tours of the College as required by Future Students activities.

- Participate in staff development activities and attend all compulsory training at the beginning of each year.

- Be familiar with and abide by all College and UNSW policies and procedures and be able to explain and interpret policy, procedures and penalties to others, use referral techniques when appropriate, and respond to behavioural issues and emergencies quickly, consistently, effectively, and in-line with College and UNSW policies and procedures while documenting all incidents in a timely and accurate manner.

- Assist with check-in and room inventory procedures, facilitate room changes, report maintenance problems and follow-up as necessary.

- Special circumstances may require the assignment of additional responsibilities for a period of time which will be administered in consultation with the Dean of College.

- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.
Skills and Experience

• Be engaged in study, academic employment and/or professional work associated with UNSW with a high level of academic achievement and/or demonstrated excellence in a professional field.

• Experience in tutoring, teaching or training.

• Excellent communication and interpersonal skills.

• Proven ability to contribute to the collegiate community life of the Colleges.

• Proven ability to display sensitivity, confidentiality and responsiveness to the needs of resident students and staff.

• Experience in and/or a good understanding of the diverse needs and interests of students from a broad range of backgrounds and cultures, from within Australia and from overseas.

• An understanding of relevant equity and diversity policies, especially of harassment and discrimination policies, as they would relate to a College environment.

• Certification, or a willingness to undertake, First Aid, Fire Warden, Mental Health Awareness and other relevant UNSW training courses.

• Commitment to attending and maintaining Mental Health Awareness and other student support training.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.