Administrator-in-Residence Program

Academic Affairs, Student Engagement and Success, Islander Housing, and the Center for Faculty Excellence invite TAMU-CC administrators to apply for the Administrator in Residence [AIR] Program.

The AIR program offers a unique opportunity for administrators to reside in campus housing units and collaborate and interact with students in a residential experience, which has been attributed to student personal development, enhanced interpersonal skills, intellectual orientation, and growth in autonomy and independence.

AIR Qualifications

1. Candidates must be TAMU-CC administrators, which includes President’s Cabinet members, Dean’s Council members, Assistant and Associate Vice Presidents, and equivalents.
2. Candidates must have a strong background in student advising, mentoring, and/or undergraduate student engagement.
3. Preferred candidates will have experience in student programming, event planning, or other collaborative efforts among students, faculty, and university staff.
4. All adult campus housing residents will be subject to a criminal background check prior to final approval.

AIR Responsibilities

1. AIR fellows will serve as a liaison between campus residential communities and Islander Housing. AIR appointments rotate on a one-semester schedule with an option to stay through a second semester.
2. AIR fellows are expected to be on site in campus housing at least 3 nights during the school week (Sunday - Thursday). Move-in date is the same as the student move-in date.
3. AIR fellows will actively participate as members of the community, including:
   a. Collaborating and meeting regularly with residence life staff to discuss programming ideas and resident needs, issues, or concerns;
   b. Serving as a role model of responsible and positive behavior;
   c. Serving as a resource for appropriate Housing policies and procedures;
   d. Assisting with crisis response as needed; and
   e. Engaging students and encouraging them to take advantage of and attend Islander Housing and University sponsored opportunities and events.
4. AIR fellows will also be responsible for organizing and hosting programming that facilitates student engagement with faculty outside of the classroom. Examples of such programming include:
a. Hosting a dinner for students and faculty;
b. Inviting residents to movie screenings;
c. Organizing workshops and inviting guest speakers; and
d. Scheduling various educational and social events.

AIR Benefits

1. One bedroom in furnished 2BR-1BA apartment with amenities (internet, cable, utilities, laundry included)*. Romantic partners and minor dependent children may reside in the unit (subject to an additional charge if second bedroom is used);
2. Parking availability near the residence hall; and
3. Campus Dining meal plan (30 meals each semester) and Dining Dollars ($200 each semester).

Application Process

Administrators who are interested in this opportunity must prepare an application portfolio and submit to the Center for Faculty Excellence by the first Friday in October. Application forms are available online here. All applications must include the following:

1. Curriculum Vita.
2. Letter of Interest not to exceed 3 pages in length that addresses the following:
   a. Why you are interested in the AIR fellowship;
   b. Prior experience with SEAS, student organizations, or other collaborative initiatives among students and faculty outside of the classroom;
   c. Brief overview of research interests; and
   d. Your vision for programming and initiatives in the AIR program that would support student success, engagement, and academic performance.
3. Letter of support from direct supervisor.
4. Contact information for 3-5 student references.

Administrator Applications will be reviewed by committee consisting of representatives from the Academic Affairs and Student Engagement and Success. Finalists will be interviewed and a decision will be rendered before February 1.

For more information, visit cfe.tamucc.edu/air.