



Part-Time Resident Director

DEPARTMENT	STATUS	CLASSIFICATION	DATE LAST UPDATED
Residence Life	Part-Time, Non-Exempt	Admin 1	March 9, 2018

PURPOSE

The Residence Director (RD), reporting to the Director of Residence Life, will help to provide a rich community that partners with residents' in their academic success, personal development, social connection, and spiritual growth. Additionally, the RD will be responsible for fostering the residential experience by providing administrative, supervisory, and programmatic support to one residence hall. As a member of the Office of Student Development, the RD will also provide support for activities and services that advance department-wide goals. This live-in position is scheduled for 20 hours per week for ten months. This position will provide emergency and/or crisis intervention as needed and should expect to be involved in programs and events that may occur during nights and weekends.

ESSENTIAL DUTIES

- Provide leadership, support, mentoring, and accountability to the residents of McPherson hall staff (RA's and Quad Leaders) through effective programming, staff development, supervision, and evaluation.
- Provide a positive student experience through the development of hall tradition, programming (Macro and Micro level), and assessment.
- Assist and be an active voice in the hiring process of all residence life student staff
- Provide holistic care and support for all female campus residents, contributing to their safety, growth, and success.
- Manage hall budgets, conduct area meetings when necessary, and update resident files.
- Regularly evaluate facility safety, condition, and cleanliness; submit maintenance work orders for building repairs and upgrades.
- Assist the instructor for the RA Leadership Lab.
- Regularly monitor and respond to referrals using the Mapworks retention software.
- Maintain high levels of availability as a live-in campus presence.
- Monitor and report violations of college policies to the Sr. Director of Student Development. Participate in the adjudication process as needed.
- Be prepared to assist in crisis intervention situations and to offer support and follow up with students.
- Provide assistance and support for activities and services that advance the goals of the Office of Student Development.
- Participate in relevant committees, departmental and campus-wide meetings.
- Model caring relationships with students through personal interaction and as an effective role model of a Christian life.
- Actively integrate Christian faith into professional practice.
- All other duties as assigned by either the Director of Residence Life, Sr. Director of Student Development, or Vice President of Academic Affairs



NOTE: Though not required, this position is optionally eligible to apply for appointment as a Foursquare minister under certain conditions. If appointed as a minister, the employee will be available to provide pastoral care and prayer. In addition, s/he may be called upon to perform sacerdotal duties upon request of the College.

MINIMUM REQUIREMENTS

- A vibrant and authentic Christian faith and worldview consistent with the College's Statement of faith which all employees are required to sign.
- Bachelor's degree and previous experience in residence life, student development, or a similar field required.
- Pursuit of a master's degree in a related field (student affairs, counseling, ministry/theology, or leadership) is highly desired.
- CPR/1st Aid Certification (may be obtained upon hire).
- All candidates must be willing to live on-campus, maintain high levels of availability that include nights and weekends, fully support our statements of faith and mission, and adhere to our code of conduct.