Title: Resident Director

Employment Terms: Part-time: August 1st to week after May graduation

Responsibilities: The Resident Director’s position provides administrative, supervisory, programming, and counseling experiences in a residence hall setting. As a live-in staff member of the Student Development area, the Resident Director works with the students in developing comfortable living environments and assisting individuals in their personal development.

Relationship: Reports to Dean of Students

Qualifications: Bachelor’s degree with proven experience working with college students in the area of Student Development and personal growth. The Residence Life Office seeks candidates with previous residence hall staff experience, group work or human relations training. Commitment to working with individuals and groups of college students in the residential setting is essential. Must be in agreement with the mission of the College and exhibit a maturing Christian faith.

Duties and Responsibilities:

1. Administrative
   a. Be informed about and support the College, its policies and activities.
   b. Inform, explain and enforce to the students the meaning of rules and regulations outlined in the Student Handbook and Residence Life Handbook.
   c. Develop and maintain good and regular communication with the Dean of Students regarding dorm life in general and individual students in particular. All pertinent information should be shared—occasionally for discipline needs but regularly for the purpose of providing a total ministry to our students.
   d. Oversee the opening and closing of residence halls, including check in and check out. Advise the Student Development Office of any damage charges to be assessed.
   e. Oversee all housing activity, including room assignments, room changes, and keys.

2. Resident Assistant (RA) Supervision
   a. Resident Directors help select and provide leadership, direction, training and evaluation of Resident Assistants (RAs). Responsibilities include conducting weekly staff meetings, supporting and assisting individual resident assistants, and encouraging the development of specific goals and objectives.
   b. Develop schedule of work for RAs, including assigning regular duty nights and open dorm duty schedule.
   c. Ensure that each RA is fulfilling his/her program requirements each semester.
   d. Develop an atmosphere of confidentiality among Residence Hall Staff.
   e. Ensure that RAs conduct periodic room and residence hall inspections of not less than once each month, taking appropriate action and reporting anything not acceptable.

3. Development of Community
   a. Spend an adequate amount of time in the dorm to develop visibility and rapport with residents.
   b. Serve as a positive role model for all residents by following and supporting residence life policies and housing policies.
   c. Provide leadership and direction for the orientation and adjustment of students with special needs such as freshmen, transfer students, international students and students with disabilities.
   d. Help ensure that the facility is clean and safe for all students and visitors.
4. **Program Development**  
   a. Encourage, support, and contribute to worthwhile educational programs within the residence hall.  
   b. Attend and participate in dorm programs and meetings.  
   c. Encourage and initiate interaction among residence halls, faculty, the campus minister, and other college community members.

5. **Counseling/Referral/Resource**  
   a. Assist students with individual problems through advising, counseling, and referral. Act as a concerned, non-judgmental advisor whose goal is to assist residents in resolving concerns or problems.  
   b. Serve as a resource person to RAs and residents, relaying pertinent information to/from the Dean of Students and College Administration.  
   c. Immediately advise the Director of Residence Life and Housing of problems within the living area, i.e. sick students, discipline problems, and incidents that are serious enough to warrant attention.  
   d. Handle crisis situations effectively and advise the Dean of Students of the problem as soon as possible.