#### Scope of Responsibilities:
The main responsibility of the Resident Director is to offer leadership and management to residential hall living. This is in order to assure stability in spiritual, physical, emotional, and mental well-being in the residence halls.

#### General Responsibilities:

**Leadership Development:** Responsible to meet with Dean of Student Affairs or Associate Dean of Student Affairs (weekly or bi-weekly). Attend monthly departmental meetings. Attend and participate in the weekly Residence Life staff and Friday wrap-up meeting. Make efforts to attend all (3) chapel services each week (2 required). Facilitate Resident Assistant discipleship/cluster. Work with up to twelve Resident Assistants in regular one-on-one accountability and/or discipleship as well as floor management. Supervise and mentor 1 Assistant Resident Director. Establish care taking for Resident Assistants (room visitations, etc.). Assist in overseeing Growth Groups and discipleship in the residence hall. Help plan and facilitate Growth Group Huddles monthly. Take part in hall programming and assessment as directed by the Associate Dean of Student Affairs or Dean of Student Affairs. Assist in teaching or training as requested by Dean of Student Affairs or Associate Dean of Student Affairs.

**Discipline:** Responsible for dealing with residence hall discipline in association with departmental policy and coordination with the Dean of Student Affairs or Associate Dean of Student Affairs. Deal with minor discipline such as curfew and quiet hour violations in the residence hall, but may be asked to be responsible for more serious issues as well. Responsible for documentation and all necessary paperwork. May be asked to be a part of discipline meetings with the Dean of Student Affairs or Associate Dean of Student Affairs.

**Management:** Twenty-four hour on-call (live in: late night problems, hospital visits, etc.). Works on-call an average of one week per month (carrying on-call phone). Paperwork: Documentation and necessary accountability sheets. Responsible for handling residence hall socials and management at open hours (in conjunction with the Resident Assistants). Housing – The RD may assist in placing students in the residence halls. Once on campus, the RD oversees any room changes as well as being in charge of the housing selection process. Leads in the Resident Assistant/Growth Group Leader selection yearly. Assist with management of student groups as assigned by Dean of Student Affairs or Associate Dean of Student Affairs. Plan and participate in the fall and spring Resident Assistant Retreats. Coordinates and supervises the opening and closing of the residence halls; be available as needed during vacation periods (i.e. Fall Break, Spring Break) when on-campus housing is available for students even though residence halls are closed. Be an active participant in both spring and fall student orientation. Plan and oversee hall programming. Oversee at least one Residence Life project Task Force each semester and participate in an additional Task Force each semester.

**Ministry to Residents:** Be available to students for the purpose of relationship building. Spend significant hours each semester interacting/“hanging out” with residential students (contact time). Develop a consistent biblical view of the nature of people and their needs as a foundation for understanding of and compassion for students. Assist in departmental efforts to assimilate first-year students and retain students through academic, social, and relational means.

#### Minimum Qualifications:

Bachelor’s degree with student/residence life experience. Organized, self-motivated, self-disciplined, and have computer knowledge and experience with database programs and word processing such as Microsoft. Needs to have a team-player mentality and be flexible since living quarters are near and among students in a residential setting. Must be a good listener, able to sift through questions and address issues in a relevant way. Communicates effectively one to one, in small groups, and in public speaking contexts.

#### Preferred Qualifications:

Two (2) years experience in student/residence life or related field. Master Degree in student development or related field.

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A completed staff application must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at www.grace.edu.