

# Job Posting



Position	Department	Reports to	FTE	FLSA Class
Resident Director	Residence Life	Associate Dean of Students	.81	Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

**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:**

1. Responsible to meet regularly with the Associate Dean of Students or Dean of Students.
2. Attend monthly departmental meetings (when applicable).
3. Attend and participate in the weekly Residence Life staff and Friday wrap-up meeting.
4. Make efforts to attend all (3) chapel services each week (2 required).
5. Facilitate Resident Assistant discipleship/staff meetings.
6. Work with up to 10 Resident Assistants in regular one-on-one accountability and/or discipleship as well as floor management.
7. If applicable, supervise and mentor 1 Assistant Resident Director (part-time Graduate Assistant).
8. Establish care taking for Resident Assistants (room visitations, etc.).
9. Assist in overseeing Growth Groups and discipleship in the residence hall.
10. Help plan and facilitate Growth Group Leader team meetings bi-weekly. Take part in hall programming and assessment as directed by the Associate Dean of Students or the Dean of Students.
11. Assist in teaching supplementary training of Resident Assistants (Vision Groups) once per semester or as requested by the Associate Dean of Students.

### **Student Conduct:**

1. Responsible for handling residence hall conduct in association with departmental policy and coordination with the Associate Dean of Students or the Dean of Students.
2. Investigate conduct issues in the residence halls in conjunction with Resident Assistants, Assistant Resident Director, and Associate Dean of Students.
3. Responsible for utilizing Maxient conduct software to report all incidents, set up meetings, and help determine sanctions.
4. Responsible for following up with students to ensure their sanctions are completed in a timely manner.
5. May be asked to be a part of formal student conduct meetings with the Dean of Students or the Associate Dean of Students.

### **Management:**

1. Twenty-four hour on-call (live in: late night problems, hospital visits, etc.) for one week at a time (3-4 weeks per semester).
2. Paperwork: Documentation and necessary accountability sheets.

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## Management (continued):

3. 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 in conjunction with the Associate Dean of Students.
4. Leads in the Resident Assistant/Growth Group Leader selection yearly.
5. Manages Resident Hall budget.
6. Plan and participate in the fall and spring Resident Assistant Retreats.
7. Communicates with Physical Plant on dorm upkeep/maintenance needs.
8. 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.
9. Be an active participant in both spring and fall student orientation.
10. Plan and oversee hall programming.
11. Oversee at least one Residence Life Project Task Force each year and participate in an additional Task Force.

## Ministry to Residents:

1. Be available to students for the purpose of relationship building.
2. Spend significant hours each semester interacting with residential students (contact time).
3. Invoke confidentiality with great care and discernment.
4. Develop a consistent biblical view of the nature of people and their needs as a foundation for understanding of and compassion for students.
5. Possess a commitment to diversity, equity, and inclusion in efforts to welcome a diverse student body.
6. Assist in departmental efforts to assimilate first-year students and retain students through academic, social, and relational means.

## Qualifications:

### A. Minimum:

1. Bachelor's degree with student/residence life experience.
2. Master's degree in a related field in progress or willingness to pursue a Master's degree.
3. Organized, self-motivated, self-disciplined, and have computer knowledge and experience with database programs and word processing such as Microsoft Office.
4. Vision for discipleship and leadership development.
5. Should possess excellent managerial, problem solving and conflict-resolution skills.
6. Must enjoy students and have a mindset of mentoring student employees under supervision.
7. Should be able to lead in a way that sets a good example.
8. Should have excellent social skills.
9. Needs to have a team-player mentality and be flexible.
10. Must be a good listener, able to sift through questions and address issues in a relevant way.
11. Communicates effectively one to one, in small groups, and in public speaking contexts.

### B. Preferred:

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

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Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

Posted: 1/19/2024