

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Director, Residence Hall	Student Affairs	Associate Dean of Students	1.0	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: The main responsibility of the Resident Director is to offer leadership and management to residential hall living and to assist in the educational process for students. As a member of the Residential Learning team, a Resident Director provides stability in spiritual, physical, emotional, and mental well-being in the residence halls and the classroom.

Essential Responsibilities:

A. Leadership Development as a Residential Learning team member:

1. Meet regularly for training, coaching, and mentoring with the Associate Dean of Students.
2. Attend monthly departmental meetings (when applicable).
3. Attend and participate in the weekly training with Residence Life staff and Friday wrap-up meeting.
4. Make efforts to attend all (3) chapel services each week (2 required).
5. As a member of the Residential Learning team, a Resident Director leads and facilitates Resident Assistant discipleship/staff meetings.
6. Meets students regularly for one-on-one accountability, mentorship/discipleship as well as floor management. An RD proactively interacts with students to aid in their success at Grace College.
7. If applicable, supervise and mentor 1 Assistant Resident Director (part-time Graduate Assistant).
8. Establish care taking for Resident Assistants- mentoring/discipleship, training, etc.
9. Assist in overseeing Growth Groups and mentorship/discipleship in the residence hall. Teach/educate Growth Groups leaders on spiritual theme lessons.
10. Develop a residence hall program plan that fulfills the Residential Learning outcomes and Student Affairs vision of becoming, beholding, and belonging. The plan helps students engage campus- in the classroom and co-curricular activities
11. Assist in teaching supplementary training of Resident Assistants (Vision Groups) once per semester or as requested by the Associate Dean of Students.

B. 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 the Associate Dean of Students.
3. Responsible for timely documentation through Maxient software and any additional paperwork as well as follow through after sanctions are determined.
4. May be asked to be a part of formal student conduct meetings with the Dean of Students or the Associate Dean of Students.
5. As a potential conduct sanction, may meet regularly with students for mentorship/discipleship.

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C. Management:

1. Twenty-four hour on-call (live in: late night problems, hospital visits, etc.).
2. Works on-call an average of one week per month.
3. Paperwork: Documentation and necessary accountability sheets.
4. Manage Resident Hall budget
5. Co-curricular/educational expectations: Ensure that the residence hall/area programming align with Grace College's overall academic plan and the Residential Learning mission; develop a residence hall/area program plan that fulfills Residential Learning outcomes
6. Works collaboratively with the Learning Center, Student Success and faculty to help students succeed in the classroom.
7. Responsible for handling residence hall programming events and management at open hours (in conjunction with the Resident Assistants).
8. Housing – The RD may assist in placing students in the residence halls. During the academic year, 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.
9. Leads in the Resident Assistant/Growth Group Leader selection yearly.
10. Plan and participate in the fall and spring Resident Assistant Retreats/Training. RD will lead/teach a variety of sessions.
11. 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.
12. Be an active participant in both spring and fall student orientation- student training and preparation for the academic year.
13. Plan and oversee hall programming- fulfills Residential Learning outcomes.
14. Oversee at least one Residence Life Project Task Force each year and participate in an additional Task Force.

D. Ministry to Residents:

1. Be available to students for the purpose of relationship building- mentoring/discipleship.
2. Spend significant hours each semester interacting with residential students (contact time)- fulfilling Residential Learning outcomes.
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:

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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.

RD & ARD Weekly Schedule

*Please note that this is a general guideline, and that hours may fluctuate greatly depending on situations and people.

Hours Responsibility

1	Meeting one on one with the Associate Dean of Students
2	Chapel
3-4	Residence Life Staff meeting and Friday Wrap-up
3-4	Cluster (actual time and prep)
6-8	RA One on One discipleship
1-3	One on One discipleship of other students
5-6	Walk-ins, discipline, informal counseling, (office hours)
4-6	Paperwork, documentation, email, administration (office hours)
5-7	Contact time on hall
1-2	Vision groups – content development/study/planning
3-5	Programming preparation, planning
1-2	Task force preparation, implementation

Total: 37-50 hours weekly (including campus-wide on call up to one week a month)

Status: Full Time; Exempt

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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.

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