

CENTRAL CHRISTIAN COLLEGE OF KANSAS

JOB DESCRIPTION: RESIDENT DIRECTOR

Direct Supervisor: Chief Student Engagement Officer
Status: Full Time: On Call - Non-Exempt
Department: Student Life
Job Location: McPherson, KS

JOB SUMMARY

The Resident Director (RD) is a live-in educational professional who is charged with shaping the environment and experiences of residential students by providing services and programs supporting the mission and outcomes of the College. As a member of the educational staff, the Resident Director (RD) is responsible for dormitory related operations and is primarily responsible for maintaining a safe, healthy, and nurturing residential community through supervising, educating, and supporting students participating in the residence life experience.

This incumbent works closely with students and involves conflict management, discipline, discipleship, mentorship, educational support, and collaboration with other members of the campus community. The position often requires high levels of positivity, confidence, and enthusiasm, coupled with a strong work ethic. The position is best suited for a mission minded individual who believes in the value of a Christian-based private education and is energized by investing into the lives young people. The position is an on-call position, which requires the incumbent to reside in a residential space provided by the College, and may include oversight of one or two dormitories, or oversight of a Graduate Assistant. The on-call nature of the position also recognizes that there are specific times set aside for meetings and some scheduled activities (i.e. chapel, committee meetings, etc.). However, Resident Directors are free to pursue personal business, but remain “on call” and required to return to the residence hall within a reasonable period of time.

EDUCATION & EXPERIENCE

- Master’s degree preferred; Bachelor’s degree required
- At least one year of experience in dormitory management, college/youth ministry, or other work-related field

ESSENTIAL DUTIES

- Collaborate with faculty and staff stakeholders to implement curricular and co-curricular priorities (CORE4)
- Cultivate a positive and engaging living environment that fosters a sense of belonging and enables students to build positive relationships with one another
- Maintain high visibility and availability, including attending community events, regularly touring the campus, and interacting with residents
- Know the residents and provide personal, social, academic, and occupational support and referral
- Utilize institutional data to assess and respond to student needs and assess effectiveness of hall programs, resident advisors, and department initiatives
- Provide leadership, supervision, and development of student staff in their area by: selecting, training, and supervising, assisting in planning, conducting orientation and training workshops, and facilitating on-going team building and staff development opportunities
- Perform administrative duties associated with summer projects and assignments
- Report, track, and follow up on maintenance issues with appropriate building managers, housekeeping staff, and physical facilities employees

- Serve as the primary contact for parents and family members of residents
- Serve on institutional committees, as assigned
- Administer student check-in, check-out, and room changes; assist with room condition reports and damage billing processes
- Participate in the recruitment, selection, evaluation, and training of staff members
- Assist in curricular/co-curricular teaching assignments
- Develop relationships with residents to aid in the holistic development (CORE4) of the individual student and cultivation of a strong sense of community within the residence hall
- Assist and supervise Resident Advisors; conduct weekly meetings as a full staff and through individual mentorship
- Adjudicate minor violations (Level One) of the College's policy and Code of Character
- Ensure orderly, safe, clean, and healthy living conditions in the dormitory by scheduling and supervising clean-up and notifying maintenance of repairs utilizing the work order system
- Facilitate prompt and appropriate assistance to students in the event of injury, illness, emotional trauma, arrest, trouble at home, etc.
- Submit all incident reports and police reports (if available) for incidents that take place in the community and/or involve residents living in the community
- Respond to residents in need, referring to other professionals, when appropriate
- Provide leadership during times of crisis in and adjacent to the community, and assist in emergency situations as needed
- Maintain order and discipline, while encouraging the development of self-discipline and an awareness of others
- Promote an atmosphere that emphasizes CCCK's mission and values
- Attend staff meetings with other RD's and Residence Life staff, and participate in and lead staff training for all residence hall personnel
- Maintain hall budget by preparing and carefully recording all expenditures
- Participate in the disciplinary process as established by the College
- A member of the Resident Life Council which meets to discuss happenings involving life on campus.

SKILLS & ABILITIES

- Maintains an active and growing personal relationship with Jesus Christ, which is aligned with the doctrinal position of CCCK, demonstrated through a lifestyle of ministering and serving others
- Must be 21 or older and have a valid driver's license
- Proven ability to effectively work with diverse populations and to supervise staff
- Able to work independently, demonstrate initiative, display strong commitment to student learning, communicate effectively, and work collaboratively with stakeholders inside and outside of the College.

NOTICE OF NON-DISCRIMINATION

The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).