

Title: Assistant Director of Residence Life; Campus Awareness. Response and Education
Supervisor: Director of Residence and Community Life (CARE)
Group: Student Life

Function:

Reporting to the Director of Residence & Community Life; (CARE) provides mission-centered leadership for campus-wide education, prevention, and engagement initiatives that foster a safe, respectful, and formative residential and community environment. The Assistant Director designs, implements, and assesses comprehensive educational strategies that support student wellbeing, ethical formation, community standards, and shared responsibility for a healthy campus culture.

In addition, the Assistant Director provides functional leadership for residential case management coordination, including the distribution, tracking, and oversight of care and conduct follow-up responsibilities for Resident Directors, ensuring timely, consistent, and developmentally appropriate educational responses. Through close collaboration with the Assistant Director, Residence and Community Life; Housing and Conduct, Counseling & Wellness, Campus Safety, and other Student Life partners, this role strengthens alignment between educational programming, residential practice, and institutional expectations while advancing student learning and success across the collegiate journey.

ESSENTIAL Responsibilities:

1. Program Leadership and Strategy (Awareness)
Work with the Director of Residence & Community Life to shape, implement, and sustain a comprehensive campus awareness and education strategy that advances holistic student formation, community wellbeing, and student success from orientation through graduation.
2. Campus Education and Prevention Initiatives (Awareness)
Develop, coordinate, and assess educational programs and initiatives related to community standards, interpersonal responsibility, healthy relationships, consent education, bystander engagement, wellbeing, and other awareness priorities aligned with Gordon's mission and values.
3. Case Management of Non-Disciplinary Cases, Coordination, and Residential Follow-Up (Response)
Provide leadership for case management coordination within Residence & Community Life, with responsibility for the distribution, monitoring, and completion of care and conduct follow-up actions assigned to Resident Directors, in partnership with the Director of Residence & Community Life and Assistant Director of Housing, Conduct and Operations
 - o Coordinate assignment, tracking, and timely completion of residential follow-up related to student conduct outcomes and care-related concerns.
 - o Support Resident Directors in carrying out educational conversations, restorative practices, and referrals consistent with college policy, developmental best practices, and Gordon's Christ-centered mission.

- Ensure clarity, consistency, and equity in residential follow-up expectations while maintaining appropriate boundaries regarding adjudication and confidential decision-making.
 - Serve as a central point of coordination for communication, documentation, and follow-through across residential areas.
 - Identify trends and recurring concerns emerging from case data to inform proactive education, prevention initiatives, and staff development.
4. Collaboration and Partnerships (Response)
Collaborate closely with the Assistant Director, Residence and Community Life; Housing and Conduct, Counseling & Wellness, Campus Safety, Athletics, Academic Success, Chapel, and faculty partners to ensure cohesive, consistent, and developmentally appropriate educational messaging, interventions, and referrals.
 5. Campus Engagement and Representation (Response)
Serve as a Student Life representative on relevant campus committees, task forces, or working groups, and maintain a visible, supportive presence at key campus events and community initiatives. Including and not limited to the Student Response Team.
 6. Training and Capacity Building (Education)
In collaboration with the Director of Residence and Community Life, design, facilitate, and assess training for professional staff, paraprofessional staff, and student leaders (including Resident Directors and Resident Advisors) to support effective education, prevention, case follow-up, documentation, and referral practices. Integrate clearly articulated student learning outcomes into educational initiatives, utilizing evidence-based and faith-informed approaches that support students' intellectual, moral, and spiritual development within residential and community contexts.
 7. Assessment and Continuous Improvement (Education)
In collaboration with the Director of Residence and Community Life, assess the effectiveness of campus education initiatives and residential follow-up practices using qualitative and quantitative measures; utilize findings to inform continuous improvement, annual planning, and multi-year strategies for student formation and success.

Required Knowledge, Skills, Experience, and Training

To fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation:

1. Minimum Master's degree in higher education, student development, counseling, public health, or a related field.
2. At least three years of progressive professional experience in higher education, preferably in campus education, prevention, residence life, or student development.
3. Demonstrated experience designing, facilitating, and assessing educational programs and trainings for diverse student populations.
4. Strong interpersonal, facilitation, and written/oral communication skills.

5. Knowledge of evidence-based practices in student affairs, prevention education, case coordination, and holistic student development, with awareness of emerging issues impacting campus climate and student wellbeing.
6. Demonstrated ability to assess programs, analyze data, and translate findings into actionable improvements.
7. Ability to work effectively within a diverse and multicultural learning community and to support inclusive, respectful community life consistent with Gordon's Christian mission.
8. Proficiency or willingness to learn campus technologies related to case management, assessment, communication, and student engagement.

Position Code:

Grade: TBD

FLSA Status: Exempt

Hiring Range : \$58,000 - \$65,000 annually

In our Christ-centered living and learning community at Gordon College, faculty and staff affirm the College's Statement of Faith as an expression of their own theological convictions, and agree to work within Gordon's community standards in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the Shalom Statement, which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.