

GORDON COLLEGE
Position Description

Title: Director of Residence & Community Life

This position guides key programs for the holistic formation of students, preparing students to serve the global church and the world in the 21st century.

Function: Reporting to the Dean of Students, the Director of Residence & Community Life contributes to a campus culture of engaged faith, learning, and living through Mission-focused leadership and direction for residential and commuter student experiences. The Director implements and sustains a comprehensive program that shapes holistic student formation, engagement and success crucial to the College's goals and outcomes across each student's journey. Along with Student Life and Residence Life professional and student staff, the Director shapes climate, culture and programs designed to cultivate safe and inclusive residential and commuter experience for an active, diverse student body and encourages broad based participation in student life.

Description of Duties and Tasks:

1. Work with the Dean of Students to shape direction, development and implementation of a comprehensive residence and community life program for the holistic formation of students from recruiting through graduation by integrating programs and co-curricular experiences that advance student learning, development, and success.
2. Develops, applies, and coaches principles, policies, programming, and educational opportunities that support the formation of residential and community life that enhances student sense of belonging, wellbeing, campus engagement, and success.
3. Selects, trains, and develops the residence life professional staff and student leaders to achieve continuous progress for the goals of community living and campus engagement.
4. Provides continuous leadership for these programs in the development and integration of student learning outcomes, multi-year planning, and setting and managing departmental goals and objectives. Facilitate regular meetings and performance development with these respective areas and staff.
5. With support of the Student Life Core team, manages and coordinates protocols and systems to support and respond to student concerns and incidents with key staff in residence and community life, care and conduct, and relevant colleagues in Student Life, Gordon Police, Center for Student Counseling & Wellness, Academic Success, Athletics, and other relevant departments.
 - a. Oversees routine operations and execution by assigned staff in functional areas supporting student-centered experiences: in room, hall and off-campus residence assignment, petitions, changes, and billing; in facility logistics, reporting, response, remediations, improvements and planning; in incident response, intervention, investigation and follow-up; in student staff preparation, development and supervision; in facility and program development and sustainability for a supportive, engaging commuter experience.
6. Develops, manages, monitors, and forecasts operational budgets and exercises budget authority for program budgets in assigned areas. Performs periodic review of revenues and expenditures to ensure cost-effectiveness for each of their supervisory areas.
7. Assess the effectiveness of programs and initiatives to develop a comprehensive multi-year plan that articulates goals, objectives, and assessment strategy to measure student formation and success.
8. Maintain a professional image and manner consistent with Gordon's mission and goals and maintain relevant professional affiliations and memberships for both personal, professional, and programmatic development.

9. Serves when needed as a Student Life representative in relevant campus committees or working groups, and as a hospitality and administrative presence at identified campus events and occasions.

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, using some combination of skills and abilities.

1. Minimum Master's degree in higher education, counseling, student development or related field.
2. At least three years of progressive related experiences in higher education, especially focused on student development. Experience in areas highlighted in this role preferred.
3. Demonstrated experience in effectively coaching and developing professional staff and students.
4. Excellent interpersonal and communication skills, both written and oral, and demonstrated ability to work effectively with students, faculty, staff, and the community.
5. Exhibit and apply understanding of current evidence-based practices in student affairs and an awareness of emerging issues in higher education, including cultural competency, retention and persistence, community building, and student learning.
6. Possess the ability to learn and utilize campus technologies for aspects of work within and beyond the organization, particularly data and records, communication and management, and engagement with students and external constituencies.
7. Knowledge of appropriate methods and strategies to promote and sustain effective working relationships within a diverse and multicultural learning community.

Position Code: CSD-DRSTL-1

Grade 7

FLSA Status: Exempt

Hiring Salary: \$57,000 - \$85,000

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.

Mission Statement: *Gordon College strives to graduate men and women distinguished by intellectual maturity and Christian character, committed to lives of service and prepared for leadership worldwide.*