



TITLE: Residence Director

SUPERVISOR: [Director of Residence & Community Life]

TERM OF Appointment: Immediate Hire, August 1 - May 31; live-in/on responsibilities

## FUNCTION

The Residence Director is an innovative, Mission-focused educator who understands college student development, engagement, and academic success. The Residence Director will assist in creating, implementing, managing, and assessing a comprehensive residential experience curriculum. Overall responsibility is to create a learning-centered environment that is safe, secure, and engaging for all students. Along with their selected student residence life staff, the Residence Director develops and maintains growth-oriented relationships in faith, learning, and living among resident and commuter students while managing residence hall facility needs, student conduct, and crisis intervention.

## ESSENTIAL RESPONSIBILITIES

- 1) Build supportive, formational coaching relationships with resident and commuter students.
- 2) Implement a residential curriculum focused on developing an awareness of self, critical reasoning skills, and community engagement.
  - a) Utilize multiple educational strategies and theories to aid in student learning related to human development in faith, learning, and living and its relevance to life in and after college.
  - b) Develop and facilitate lesson plans and assessments for the residential curriculum.
- 3) Actively contribute to the Residence Life & Community Life program and Residence Director team through regular staff meetings, incident response debriefing, working groups, assigned tasks, team development, and regular one-on-one meetings with assigned Dean or Director.
- 4) Serve an integral role in recruiting, selecting, training, supervising, and evaluating student resident assistants for their roles in sustaining a safe, welcoming, inclusive residence and campus community for all students.
- 5) Contribute to the cultivation of residence hall community through active participation in room and hall assignment and re-assignment processes.
- 6) Promptly and appropriately address student conduct issues and behavioral concerns.
- 7) Serve on emergency on-call team critical incident response rotations for residence life, and when needed, provide support in campus emergencies or critical incidents for the campus community as directed.
- 8) Conduct overall administration and operations of a designated residence hall or hall group through effective workflows with designated campus departments. Contribute to the regular review and revision of Residence & Commuter Life policies and procedures with Student Life staff.
- 9) Build collaborative relationships with campus partners, including, but not limited to: Counseling & Wellness, Campus Police, Student Engagement, Academic Advising, Academic Success, Career & Connections Institute, Athletics, and Campus & Community Engagement.
- 10) Foster relationships across Student Life by serving on committees and supporting initiatives that serve the campus community. Campus committee, working group, or Student Life representation at visit days or events will be at the discretion of the assigned Dean or Director.
- 11) Perform other College or Student Life Mission related duties as assigned by Assistant/Associate or Chief Student Affairs Officer or their designee.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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. Master's degree in higher education, counseling, student development or related field, or combination of Bachelor's degree and relevant experience in areas of work applicable to this role.
2. Exhibit and apply understanding of current evidence-based practices in student affairs and an awareness of emerging issues in higher education, including intercultural competency, retention and persistence, community building, and student learning.
3. Demonstrated experience in effectively coaching, developing, and supervising student and/or professional staff.
4. Knowledge of appropriate methods and strategies to promote and sustain effective working relationships within a diverse and multicultural college learning community to achieve formational outcomes in Mission, faith, learning, and living.
5. Excellent interpersonal and communication skills, both written and oral, and demonstrated ability to work collaboratively and effectively with students, faculty, staff, visitors, and the community

Position Code: RES-RD

Grade: 6

FLSA Status: Exempt

Hiring Range: \$35,000-\$38,000

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.