

Arizona Christian University
Position Description

Position Title: Residence Director	Grade: 2	Date Updated:	12/1/17
Reports to: Director of Residence Life		Department:	Student Development
Direct Reports (if any): Resident Assistants		FSLA Status:	Exempt
<p>Position Summary: The Residence Director is a 12-month live-in position responsible for providing overall management and leadership in the residence hall. Principal responsibilities include overseeing the supervision, training and development of the paraprofessional building staff (Resident Assistants), as well as programming efforts for the department, residential education, community development, crisis management, student discipline and other departmental/university-wide responsibilities. Additionally, the Residence Director works collaboratively with the Director of Residence Life and other university departments to maintain good communication channels throughout the campus. The Residence Director is provided an apartment within the residence hall and a standard meal plan.</p>			
<p>Prerequisite Qualifications:</p> <p><u>Required</u></p> <ul style="list-style-type: none"> • Bachelor's Degree, preferably in Business, Christian Studies, Education, or related field. • Excellent Organizational, planning, communication, training, and interpersonal skills. • Must exhibit a growing relationship with Jesus Christ and be in agreement with the Christian mission of Arizona Christian University. <p><u>Highly Desirable</u></p> <ul style="list-style-type: none"> • Master's Degree, preferably in Higher Education, Christian Studies, Business, Counseling or related field. • Experience in working with students in a residential environment. • Experience in staff supervision and teambuilding. • Knowledge of current trends, policies, and processes in higher education and spiritual development. • 1-2 years' experience working in an environment related to higher education, college student development, housing, ministry, or other related field. 			
<p>Duties, Tasks, Responsibilities (List as many categories as necessary):</p> <p><u>Staff Supervision and Development</u></p> <ul style="list-style-type: none"> • Provides leadership, supervision, and development for the Resident Assistant (RA) staff. • Hold weekly staff meetings and regular individual meetings with each RA. • Work with the Director of Residence Life to advise and encourage student leaders in their leadership capacities to better plan, develop, implement and evaluate their responsibilities, programs, and activities. • Assists in the selection, training, and development of the RA staff. • Assists in the development of techniques for evaluating the Resident Assistant program. • Assists in the overall functions of the Residence Life department as assigned tasks by the Director of Residence Life. <p><u>Residential Education</u></p> <ul style="list-style-type: none"> • Responsible for creating an environment which fosters living and learning, outside of the classroom education and support for the academic mission of the University. • Conducts formal and informal assessments to determine the needs of the residents. 			

- Communicate to the students in the hall the institutional policies, procedures and regulations outlined in the Student Handbook, and encourage them to share in the responsibility of enforcement.
- Responsible for creating awareness of social, cultural and spiritual issues through active or passive programming in the residence hall.

Community Development

- Responsible for fostering a sense of community among the students in the residence hall.
- Works with the Resident Assistant staff in the development of activities designed to develop connections between residents.
- Provides counseling support to the Resident Assistants in working through student problems and concerns.
- To work to build pride in the residence hall through planning, developing, and implementing recreational, educational, and spiritual programs for residents.
- Counsels at-risk students about campus resources and/or refers the student to appropriate campus departments or community agencies.
- Serve as a role model for students and staff members in both personal and work responsibilities.

Crisis Management

- Responsible for the management and referral of incidents that occur on campus.
- Work closely with the Counseling Center, Campus Safety, and other campus/local resources.
- Be prepared to intervene in a crisis situation by being able to define an emergency, responding appropriately, and discerning wisely when additional professional staff and Public Safety should be called for confrontation or support.
- Be familiar with established emergency protocols, and be prepared to implement them when necessary.
- Participate in the Student Development On-Call rotation.

Administrative and Building Management

- Actively communicate to students, decisions made by the residence life department regarding policy changes, petitions, and other important information regarding living on campus.
- Assist in managing the University's housing and residence life operations by assigning rooms and overseeing the key system and furniture inventory.
- Remain current on legal and liability issues regarding on campus housing.
- Coordinate all procedures to ensure the effective opening and closing of the halls at the appropriate times throughout the academic year.
- Builds relationship with the janitorial, maintenance, and Campus Safety to assure that physical environment be maintained at optimum levels.
- Monitor vending machines, laundry equipment, furniture, and other common areas and report any damage, theft, or maintenance needs to the appropriate party.
- Keep the RAs informed of administrative policies and procedures that would affect any aspect of their positions.
- Work closely to the Director of Residence Life and assist in any additional administrative tasks.

Summer Operations

- Works in conjunction with the special events committee to provide on-campus housing for summer rental groups.
- Participate in summer Firestorm Foundations by communicating housing and dining requirements to students and parents, as well as assist with housing applications and exemptions.

Student Discipline

- Act as first-level discipline administrator and meet with students in the hall who have had a detrimental effect of the community.

- Manages student discipline cases (student meetings, delivery and tracking of sanctions, etc.).
- Provide direction for RAs in confrontation, intervention, and documentation.

Department/University-Wide Responsibilities

- To provide monthly management and reconciliation of the Resident Assistants budget.
- Support efforts to help other people (faculty, parents, alumni, trustees and administrators) understand student life in the residence hall and apartments.
- Represent the department and establish a collaborative relationship with other University departments.
- Meet weekly with the Student Services staff.
- To function as a member of the University community, accepting special and committee assignments as designated.
- To complete other duties as assigned.

Knowledge, Skills, Abilities and Personal Characteristics:

- Knowledge of residence life operations.
- Interpersonal/human relations skills.
- Strong Written and verbal communication skills.
- Supervisory skills and abilities.
- Organization/planning skills.
- Knowledge of and ability to maintain confidential information (e.g. FERPA, etc.).
- Ability to work flexible schedule, including some nights and weekends.
- Familiar with and ability to operate a personal computer and various software programs, including Microsoft Office, Jenzabar and eRezLife.