

BELHAVEN UNIVERSITY

Coordinator of Residence Life

POSITION:

The Coordinator of Residence Life is a full-time professional in a live-in role in a male residence hall who is responsible for various sectors of the Student Life department. The Coordinator of Student Life's span of care includes portions of housing, dining service administration, and interpreting and enforcing university policies. Additionally, this role provides oversight of the functions of a male residence hall. The Coordinator of Residence Life seeks to enhance the mission of the University by partnering with faculty, staff, and students in the common goal of developing mature and discerning men and women who seek to impact the world through service to Christ and others. This position reports to the Dean of Students and works in the division of works in the division of Student Life.

QUALIFICATIONS:

The Coordinator of Residence Life must possess the knowledge, skills, and abilities to perform the essential functions of the position along with a demonstrated ability to work with college students. This individual must understand and be personally and professionally committed to a Biblical worldview that integrates Christian faith with the learning environment as emphasized in the mission of Belhaven University. Candidates must fully support the vision, mission, and statement of faith at Belhaven University found at <http://www.belhaven.edu/belhaven/mission.htm>. A bachelor's degree is required for this position, while a master's degree in a relevant area is preferred. Candidates must also be flexible with working hours, including some weekends and holidays. Applicants who can commit to a minimum of two years of service are preferred.

COMPENSATION:

This is a full-time, twelve-month position with a compensation package that includes a salary, a furnished residence hall room with private bathroom, a full meal plan during regular University food service operation, internet, cable, and all utilities. The University also supplements major medical insurance and matches employee's retirement fund contributions.

APPLICATION PROCESS:

Send:

- Cover letter;
- Resume;
- Reference list (including your pastor);
- Statement of faith;
- Statement summarizing your philosophy of residence life and student development (1 page)

To:

Mr. Greg Hawkins
Dean of Students, Belhaven University
Email: ghawkins@belhaven.edu
Phone: 601.968.5969