

BELHAVEN UNIVERSITY

Caldwell Resident Director

POSITION:

The Resident Director (RD) is responsible for overseeing all the functions of a female residence hall including the following: supervising and developing student resident assistants, overseeing all residence hall services, providing accessibility to the residents while serving as a role model and leader, maintaining the upkeep of the physical facility, and interpreting and enforcing university policies. The RDs span of care also includes specific care for international students. The RD 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 Assistant Vice President of Student Development and Dean of Students.

QUALIFICATIONS:

The Resident Director 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 world-view that integrates Christian faith with the learning environment as emphasized in the [mission and faith statement](#) of Belhaven University. A bachelor's degree is required for this position, while a master's degree is preferred. Candidates must be flexible with working hours, including some weekends and holidays. Applicants who can commit to a minimum of two years of service are preferred. Applicants should review the [employment expectations link](#) to review Belhaven University's Commitment Statement including our employee expectations.

COMPENSATION:

This is a full-time, twelve-month position with an attractive compensation package that includes a salary, an apartment within a residence hall, a full meal plan during regular University food service operation, internet, cable, and all unities. The University also supplements major medical insurance. A 403b retirement plan is available for employees to contribute pre-tax dollars with the University matching up to 8% of annual salary.

APPLICATION PROCESS:

Please submit the following:

- Letter of intent;
- Resume;
- Reference list (including your local pastor);
- Statement summarizing your philosophy of residence life and student development. No more than 750 words.
- Statement summarizing your spiritual pilgrimage including the time and circumstances surrounding becoming a believer in Christ, your current relationship with Christ, and how you would seek to integrate your faith into the Student Development Coordinator role. No more than 750 words.

Confidential submissions may be sent to:

Dr. Greg Hawkins, Assistant Vice President of Student Development and Dean of Students
c/o Ms. Catherine Travis, Administrative Assistant: sdevelopment@belhaven.edu

3.22.19