

BELHAVEN UNIVERSITY

Caldwell Resident Director Student Development

Overview

The Caldwell 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 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 Residence Life Coordinator.

Functions and Responsibilities

1. Manage operational functions for a residence hall such as key distribution and collection, damage assessment, inspections of building common areas, and hall openings and closings. Serve as facility manager for residence halls including reporting maintenance requests with the office of campus operations and handling student follow-up.
2. Lead bi-annual residence hall meetings at the beginning of each semester in order to inform residential students as to the university policies and procedures.
3. Conduct weekly Resident Assistant staff and bi-weekly individual meetings. Serve as requested in department meetings, university meetings, and/or committees.
4. Maintain administrative files for the residence halls, evaluations, and student records.
5. Conduct bi-annual residence hall fire drills in conjunction with the office of Security.
6. Track room assignments and changes in the residence halls and resolve problems in accordance with established procedures, using the online housing system. Respond to inquiries, problems, and complaints related to housing from staff, students, and parents.
7. Participate in fall and spring orientation for Student Development personnel.
8. Be accessible and visible to students by keeping office hours, maintaining a presence in the residence hall, and attending university events.
9. Manage budgetary records in conjunction with the Vice President for Student Development.
10. Work in conjunction with the office of Student Care in efforts to retain students.
11. Serve as a part of the chapel staff every Tuesday morning under the guidance of the Vice President for Student Development.
12. Serve as a primary resource for residential students in dealing with various issues and needs - including roommate conflicts, personal and emotional problems, and other developmental and academic concerns - referring them to other departments as necessary.
13. Interpret, enforce, and adjudicate university policies, regulations, and standards of conduct for residential students under the guidance of the Vice President for Student Development.
14. Provide support in the case of emergencies and/or illness of residential students.
15. Assume "on-call" responsibility for all residence halls on a scheduled basis, including some holidays.
16. Train, equip, disciple, and evaluate Resident Assistants as a mentor and authority figure. Lead in the recruitment and selection process of Resident Assistants.
17. Lead the coordination of residence hall programming and maintaining program evaluation records. Assist in assorted programming from the office of Student Development.
18. Coordinate and assist with student summer housing, including schedule of move-in/out dates and times, check-in/out process, communication with housekeeping and maintenance departments, assume "on-call" responsibilities, and oversight of summer RAs.
19. Coordinate the recruitment, selection, training, and scheduling of the Caldwell front desk staff.
20. Perform any other duties or tasks assigned by the Residence Life Coordinator or Vice President for Student Development.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

A Bachelor's degree is highly preferred. Previous experience in a Resident Director or Resident Assistant position is also preferred but not necessary. Must have the ability to work independently, organize and manage priorities, problem solve and exercise good judgment in a dynamic environment. Professional communication skills with a diverse student group will be important. Must be willing to work evening and weekend hours. Must be sensitive and respectful of proprietary and confidential information. The applicant must be able to live in a private apartment, provided free of charge, in the Residence Hall assigned.

Applicants must be able to fully support the [University vision, mission, and statement of faith](#), and contribute to the spiritual and academic fellowship of the university.

Interested applicants may make application by submitting:

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including personal Pastor)
- 4) Statement of faith, including description regarding how the candidate would seek to integrate their faith into the position.
- 5) Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ.

Please click on this link

http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Only applicants who submit all five required items will be considered.

Interested applicants should send their information to:

Office of Student Development
sdevelopment@belhaven.edu

No phone calls, please. Additional information about Belhaven University may be found at www.belhaven.edu.