

BELHAVEN UNIVERSITY

Caldwell Resident Director

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for Caldwell Resident Director who has a heart for Christ Jesus and students.

Description of Position

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, communicating with maintenance and housekeeping regarding 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 and will begin July 1, 2023

Responsibilities

- 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
- 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
- Conduct weekly Resident Assistant staff and bi-weekly individual meetings.
- Serve as requested in department meetings, university meetings, and/or committees
- Maintain administrative files for the residence halls, evaluations, and student records
- Conduct bi-annual residence hall fire drills in conjunction with the office of Security
- 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
- Participate in fall and spring orientation for Student Development personnel
- Be accessible and visible to students by keeping office hours, maintaining a presence in the residence hall, and attending university events
- Manage budgetary records in conjunction with the Vice President for Student Development.
- Work in conjunction with the office of Student Care in efforts to retain students
- Serve as a part of the chapel staff every Tuesday morning under the guidance of the Vice President for Student Development
- 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
- Interpret, enforce, and adjudicate university policies, regulations, and standards of conduct for residential students under the guidance of the Vice President for Student Development
- Provide support in the case of emergencies and/or illness of residential students
- Assume "on-call" responsibility for all residence halls on a scheduled basis, including some holidays.
- Train, equip, disciple, and evaluate Resident Assistants as a mentor and authority figure
- Lead in the recruitment and selection process of Resident Assistants
- Lead the coordination of residence hall programming and maintaining program evaluation records
- Assist in assorted programming from the office of Student Development

- 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
- Attend weekly Resident Director Meetings
- Assist in both the planning and execution of the Fall and Spring Training for Resident Assistants
- Perform any other duties or tasks assigned by the Residence Life Coordinator or Vice President for Student Development
- Other duties assigned

Qualifications

- Bachelor’s degree from an accredited college or university or higher in a related field
- Previous experience in a Resident Director or Resident Assistant position is preferred but not required
- 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
- Excellent oral and written communication skills are essential
- 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.

Application Process

To be considered for this position, a complete application packet must be received. Complete Application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualification
- Resume
- 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

Email (no phone calls, please) complete application packet to:

Office of Student Development
Email: sdevelopment@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.