MAJOR PURPOSE:
Provide live-in leadership and oversight of approximately 70 men through the context of Christian life together that challenges and supports students and facilitates the integration of faith, living and learning. Responsible for campus wide Resident Assistant training and development through oversight of RA Training, RA in-services, RA hiring, and RA on-duty processes.

ESSENTIAL FUNCTIONS:
1. Model spiritual maturity and a growing, vibrant relationship with Jesus Christ
2. Oversee the selection and ongoing training of campus-wide Resident Assistants
3. Supervise and mentor area Resident Assistants while providing weekly training and direction
4. Serve as a holistic contributor in students’ lives through initiating relationships and providing counseling, academic advising, mentoring and correction
5. Develop and implement high-quality educational, social and spiritual programming on regular basis
6. Serve as a First Level student conduct officer
7. Collaborate with the larger campus community to ensure student success and develop strategies for attracting and retaining students
8. Participate in the Residence Director on-call rotation, including addressing emergency situations
9. Assess residence life programs and speak into the development of long-term strategic planning for residence life
10. Provide oversight of the daily functions of the residence hall (i.e. safety, maintenance, janitorial)
11. Serve as the Residence Life Liaison to Campus Security: including the development of the RD On-Duty Schedule; Communications to Campus Security Personnel; Training of Residence Life staff on Security and Safety procedures; Development of On-Call and Emergency response procedures for Residence Life.
12. Demonstrate administrative competence while assisting with department administrative duties
13. Other duties as assigned

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Bachelors Degree required
- Master’s Degree and/or professional ResLife experience preferred (Student Development, Educational Administration, or Leadership Studies)

REQUIRED KNOWLEDGE:
- Former experience in College Residence Life programs
- Former living experience in residence halls.
SKILLS/ABILITIES:

- A strong and visible Christian Faith
- Strong organizational skills
- Proficiency in oral and written communications
- Public relations skills
- Ability and desire to work within a team environment
- Group leadership skills
- Counseling skills
- Teachable spirit and desire to learn.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

__________________________________________
Employee Signature     Date