JOB TITLE: Resident Director
DEPARTMENT: Student Life
SUPERVISOR: Associate Dean of Students

MAJOR PURPOSE:
Provide live-in leadership and oversight of students living in residence hall, provide oversight of resident assistant staff, provide development of discipleship and support programs for residents, and partner in the development of educational co-curricular programs to augment student learning, and provide oversight of residence hall facility and university property.

PERFORMANCE MEASUREMENTS
1. Supervision of Resident Assistants as they plan and implement daily tasks and duties.
2. Active involvement in students’ lives – initializing relationships, providing counseling, academic advising, discipline, and contributing to the holistic development of every student within their hall.
3. Model spiritual maturity and a growing relationship with Jesus Christ
4. Mentoring students in their spiritual growth efforts.
5. Weekly training for resident assistants.
6. Development and implementation of quality, holistic, educational, social, spiritual and activities programming on regular basis.
7. Assess residence life programs and the development of long-term strategic planning for residence life.
8. Provide oversight of the daily functions of the residence hall (i.e. safety, maintenance, janitorial).
9. Additional duties as assigned in providing leadership and/or support for one or more of the following departments: Orientation, Student Activities, Student leadership, Campus Ministries, Athletics, and Campus Security.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
• Bachelors Degree required
• Masters Degree 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