MAJOR PURPOSE:
Provide leadership for the comprehensive Residence Life program, build an effective network of student care and support while serving as a triage and referral agent, and support the overall operations of Student Life.

ESSENTIAL FUNCTIONS
Residence Life Leadership

Residence Life Staff Leadership and Support
- Meet regularly with Residence Directors for support and business
- Lead Residence Life professional staff meetings as needed for planning and development
- Oversee Residence Life programming, ensuring positive engagement and activities throughout campus and in partnership with Student Activities, Orientation, etc.
- Update and maintain Residence Life Manuals

Student Leader and RA Program Leadership
- Oversee the selection and ongoing training of campus-wide Resident Advisors (RAs)
- Serve as the point-person for the RA and Student Leadership hiring processes
- Provide leadership in preparation and execution of Student Leader retreats in August and January
- Train RAs to develop and implement high-quality educational, social and spiritual programming on regular basis with the support of the Residence Life staff
- Oversee the process and organization of RA Duty and nightly rounds

Campus Relationships
- Serve as a liaison to the faculty to encourage the integration of curricular and co-curricular programs
- Serve as the Residence Life Liaison to Campus Safety 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.
- Collaborate with the Assistant Director of Student Services to manage the check-in/check-out processes

Residence Life Administration
- Manage the budget for Residence Life training and programs
- Design and implement a robust assessment strategy for Residence Life Programs as it relates to the long-term strategic planning for Residence Life
- Model spiritual maturity and a growing, vibrant relationship with Jesus Christ
- Serve as an on-call Residence Life team member as needed

Judicial Oversight
- Serve as a judicial officer, supporting RDs and at times meeting in hearings with RDs for more serious incidents
- Support Residence Directors in their daily judicial responsibilities, providing support and assisting in hearings as needed as a secondary officer or primary officer.
- Support and provide direct oversight to ARD judicial matters, serving as the primary judicial officer at the beginning of the year and delegating responsibility as the ARD learns.
- Support Campus Pastor and Dean of Students in chapel appeals process as needed, either hearing needs in person or working with the Student Government judicial officer to ensure a high-quality, consistent appeals process.
Student Care

- Develop and maintain an active referral network for student long- and short-term counseling needs.
- Serve as a triage and referral agent for students in need. Meet with students, and help support them as needed.
- Begin developing Student Life emphasis on helping all students grow in strengths, calling, and character through programs, environments, and intentional partnerships.

Student Life Support

- Assist Dean of Students with leadership of Student Life projects as needed
- Serve on campus committees and projects as needed

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelors Degree required, Masters Degree strongly preferred (Student Development, Educational Administration, Leadership Studies, or related field)
- 3-5 years Residence Life experience

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.
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