

RESIDENT DIRECTOR 10-MONTH POSITION

Organizational Relationship:

The Resident Director reports to the Director of Residence Life and Housing, who reports to the Dean of Students. The Resident Director supervises Resident Assistants, a Desk Manager (if working in a living area with a desk), and a student staff of Desk Attendants (if working in a living area with a desk).

Purpose:

The Resident Director is responsible for developing and maintaining a healthy and positive community that addresses the academic, emotional, physical, psychological, social, and spiritual facets of the students in his/her living area. The Resident Director strives to foster a sense of community through the intentional development of appropriate mentoring relationships with residents; through the initiation, direction, implementation, and evaluation of living area programs and operations; and through the supervision of Resident Assistants and staff members. The Resident Director position is a 10-month, live-in position.

Responsibilities:

- Develop positive and professional relationships with students by serving as an academic and social role model.
- Train, supervise, advise, and evaluate a team of Resident Assistants.
- Select, train, supervise, and evaluate a Desk Manager and Desk Attendants (if hired for a Resident Director position in the residence halls).
- Effectively communicate the mission and purpose of North Park University, the Division of Student Engagement, and the Department of Residence Life and Housing.
- Conduct weekly staff meetings, meet one on one with Resident Assistants weekly to coordinate programming efforts and develop meaningful goals for the living area.
- Maintain accurate resident lists and key inventories by directing and coordinating the opening and closing procedures for the living area at the beginning and end of each semester and during holiday break periods.
- Facilitate student moves and room changes throughout the year in conjunction with the Director of Residence Life and Housing.
- Direct the overall administration of the living area by monitoring and coordinating daily operations, residence life issues, and appropriate policies and procedures.
- Serve as a liaison between the living area and campus offices such as Physical Plant and Security when needed.
- Make referrals for students facing academic, personal, medical, and/or spiritual concerns to Student Services, Counseling, Health Services, University Ministries, etc.
- Assist in the student conduct process for residents in the living area.
- Communicate interest in, and availability to, students by maintaining regular office hours, attending living area functions, and being visible in the living area and on campus.
- Assist in crisis management and emergency response by being available to students and staff and serving in the "On Duty" rotation with the other Resident Directors.
- Serve on various committees as requested by the Director of Residence Life and Housing (Resident Assistant selection, Resident Assistant development, campus-wide programming, etc.).
- Participate in proactive team efforts to achieve departmental and university goals.
- Hold office hours in the main Residence Life and Housing Office.
- Serve a collateral assignment in another department on campus (i.e. International Office, Health Services, Student Activities, Career Development & Internship Office).
- Attend and participate in key North Park University events such as, Gathering Days, Faculty/Staff Development Day, sporting and musical events, etc.

Support the mission and goals of the University, the division of Student Development, and the Department of Residence Life and Housing by assuming other responsibilities as assigned by the University President, the Vice President for Student Engagement, the Dean of Students, or the Director of Residence Life and Housing.

Qualifications:

- A bachelor's degree from a 4-year university or college. *Master's degree in Student Development, Counseling, or human services field strongly preferred.*
- A personal commitment to the Christian mission of North Park University.
- Sensitivity to, and support for, multicultural issues and populations and diversity education.
- A developmental understanding of college students and a desire to facilitate and encourage their development in a supportive and service-oriented environment.
- The ability to effectively communicate with students, parents, administrators, faculty and staff members, and outside constituencies.
- An entrepreneurial spirit with proven leadership skills and managerial abilities.
- The ability to effectively coordinate many overlapping tasks and consistently meet deadlines.
- Ability to traverse stairs in/out of living areas, Student Services Building, and Dining Hall.

Other Desirable Qualifications:

- Previous residence life experience is strongly preferred.
- A strong understanding of what it means to live in an urban environment.
- CPR/First Aid certification.
- Ability to drive University owned vehicles

Compensation:

- This 10-month position will be paid and benefits extending over 12 months.
- The Resident Director will not be on duty, or work during the last working week of May through mid-July or during the Christmas break when the University is officially closed.
- The Resident Director will work during Spring Break as well as the first week of January before Resident Assistants return to campus for the Spring semester.
- A stipend will be provided for the Resident Director(s) who wish to remain on duty over the University's Christmas break and during Summer break. Any other leave time (as approved by the Director of Residence Life and Housing) will be recorded as vacation, sick or personal time as appropriate.
- Benefits include an unfurnished apartment (utilities included); meals while the University is in session; and other benefits extended to full-time employees.