**GORDON COLLEGE**

*Position Description*

**Title:** Director of Housing and Part-Time Resident Director

**Function:** In conjunction with the Dean of Student Care and Director of Residence Life, the Director of Housing administers on-campus and off-campus student housing for the academic year.

As a part-time Resident Director, they are responsible for the total administration and direction of an upperclassmen apartment building and the supervision of a staff of Apartment Coordinators. Our mission in Residence Life is to glorify God through the cultivation of an intentional Christian community committed to helping students:

- **Grow** in understanding
- **Experience** community and
- **Serve** faithfully.

Specifically, we desire to help students **Grow** in understanding of the Gospel, their identity and vocation; **Experience** community by developing relationships, living authentically, acquiring practical skills, appreciating diversity and cultivating character; and **Serve** faithfully their neighbor, community and world.

**Description of Director of Housing Duties and Tasks**

1. Directs housing selection process for current students and assigns new students to housing spaces for the academic year.

2. Coordinates the off-campus housing process and approves petitions under the supervision of the Dean of Student Care.

3. Supervises the room change process, in cooperation with RD staff.

4. Compiles and distributes housing statistics and reports for each academic term.

5. Maintains Student Life database information, including housing assignments and off-campus addresses and phone numbers.

6. Maintains good communication and working relationships with all offices concerning housing processes, especially the Registrar, Student Financial Services, and Admissions offices.

7. Submits timely billing updates/changes/additions to Student Financial Services.

8. Administers all procedures and forms relating to the housing program including key orders, room condition inventories, etc.

9. Serves as the Student Life Jenzabar module manager, writing reports using InfoMaker when required.

10. Administers Christmas and spring break housing.
11. Provides additional administrative service as assigned by the VP for Student Life or Dean of Student Care.

**Description of Resident Director Duties and Tasks**

1. Maximize the leadership development, job performance and growth of Apartment Coordinators through weekly staff meetings and in-depth mentoring relationships.

2. Assist the Director of Residence Life in the recruitment, selection and training of residence hall staff members.

3. Assist the Director of Residence Life in the planning and teaching of In-Service training for Resident Advisors and Apartment Coordinators.

4. Supervise the Senior Apartment Coordinator in planning educational, spiritual and social programming in the hall that serves to develop the whole person.

5. Counsel residents with personal and emotional concerns and intervene in crisis situations.

6. Provide confrontation and discipline when faced with unhealthy relationships or life styles, coordinate the disciplinary actions taken in the residence hall and participate in disciplinary hearings in the Office of Student Life.

7. Communicate, interpret and implement campus policies and procedures to hall residents.

8. Supervise the Senior AC in completing administrative functions for the residence hall including check in/check out procedures, room changes, damage reports, maintenance work orders, room condition inspections and other tasks as assigned by the Director of Residence Life.

9. Submit periodic reports to the Director of Residence Life.

10. Participate in Student Life staff meetings, Resident Directors’ meetings, meetings with the Director of Residence Life and In-Service training.

11. Contribute to the professional development of the RD and Student Life staff, keeping apprised of new developments in student affairs and higher education.

12. Maintain memberships and involvement in professional organizations.

13. Initiate contacts and working relationships with the faculty and other campus resources in order to expand the learning impact of the residence hall program.

14. Serve as liaison and referral source between students and the Gordon administration.

15. Be on call daily in your hall Monday-Thursday and participate in an On-Call rotation for Friday-Sunday while the halls are open.

   a. Remain on campus to close the residence hall for Christmas and spring vacations.
Return from Christmas vacation to attend the RD prayer and planning time before the semester starts, and return from spring vacation at least one-half day before the halls open.

b. Resident Directors are encouraged to take one weekend per month away from campus.

16. Other reasonable and necessary duties as assigned by the Director of Residence Life, Dean of Student Care, and/or VP of Student Life.

**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Possess strong organizational and administrative skills, experience with Jenzabar EX preferred.

3. Commitment to Christian liberal arts education.

4. Ability to develop strong and supportive relationships with students, staff, and faculty.

5. Possess a master’s degree in higher education, ministry, counseling, or a related field, and have significant residence life and/or housing experience.

**Term of Contract:** Full-time, 11 months, August 1 – June 31

Position Code: RES-RD
Grade: 7
FLSA Status: Exempt