ASSOCIATE RESIDENT DIRECTOR JOB DESCRIPTION

TITLE: Associate Resident Director
SUPERVISOR: Director of Residence Life
TERM OF CONTRACT: August 1 - May 31
EXPECTED HOURS/WEEK: 20-29

FUNCTION
The Associate Resident Director (ARD) is responsible for the administration and direction of a residence hall and the supervision of a staff of Resident Advisors/Apartment Coordinators. Depending on the specific building assignment, the ARD may be asked to supervise and partner with a senior student staff member to accomplish some of the responsibilities listed below. The specific responsibilities which may include the senior student staff are marked with an asterisk (*) in the responsibilities list below.

ESSENTIAL RESPONSIBILITIES
1. Maximize the leadership development, job performance and growth of residence hall staff members, equipping them to advance the mission of God at Gordon College.
   a. Conduct weekly staff meetings* and develop in-depth mentoring relationships with residence hall staff.
   b. Assist the Director of Residence Life in the recruitment, selection and training of residence hall staff members.
2. Build supportive relationships and develop rapport with students in the hall.
   a. Plan and coordinate educational, spiritual, and social programming in the hall.*
   b. Counsel residents with personal and emotional concerns and intervene in crisis situations.
   c. Provide confrontation and discipline when faced with unhealthy relationships or lifestyles, coordinate the disciplinary actions taken in the residence hall and participate in disciplinary hearings in the Office of Student Life.
   d. Communicate, interpret, and implement campus policies and procedures to hall residents.
3. Steward hall resources by directing all administrative functions for the residence hall in collaboration with the Senior Resident Staff member.
   a. Submit periodic reports to the Director of Residence Life.
   b. Direct 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.*
   c. Remain on campus to close the residence hall for Christmas and spring vacations. Return from Christmas vacation to attend the RD planning time before the semester starts and return from spring vacation at least one day before the halls open.
4. Contribute to the Resident Director team and work collaboratively within the Resident Director team and with other departments on campus.
   a. Participate in the following team meetings, including sharing updates from the hall/residents when appropriate:
      i. (Typically) monthly student life staff meeting,
      ii. Weekly Resident Directors’ business meeting,
      iii. Weekly Resident Directors’ fellowship and devotional meeting, and
      iv. Every other week one-on-one meeting with the Director of Residence Life.
   b. Initiate contacts and working relationships with the faculty and other campus resources to expand the learning impact of the residence hall program.
5. Provide emergency coverage for campus by participating in an On-Duty rotation while the halls are open.
a. Respond as necessary to emergency calls from Gordon Police and RA/AC staff. Use best judgment and Residence Life protocols to address situations.
b. Make sure that incident reports are properly submitted documenting emergency situations that arise throughout the week (whether by themselves or the RA/AC responding to the situation).
c. Continue follow-up with student issues requiring additional check-ins throughout the course of the duty week, or handoff student care to the respective RD, as appropriate.
d. The Associate Resident Director is expected to have reduced responsibilities for the On-Duty rotation in comparison to full time staff.

6. 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
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. Ability to develop strong and supportive relationships with students, staff, and faculty.

3. Possess significant residence life or student ministry/mentoring experience. A master’s degree in higher education, counseling, or a related field is preferred but not required.

4. Possess strong organizational and administrative skills.

5. Commitment to Christian liberal arts education.

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