

# **GORDON COLLEGE**

## **Position Description**

**Title: Resident Director**

**Term of Contract:** Full-time, August 1 - May 31

**Function:** Under the direction of the Director of Residence Life, the Resident Director is responsible for the total administration and direction of a residence hall and the supervision of a staff of Resident Advisors/Apartment Coordinators.

**Description of Duties and Tasks:**

The Resident Director should have a mature, growing relationship with Christ, possess strong counseling and administrative skills, be committed to Christian liberal arts education, and have the ability to develop strong and supportive relationships with students, staff, and faculty. The individual should possess a master's degree in higher education, counseling, or a related field, and have significant residence life experience.

1. Maximize the leadership development, job performance and growth of Resident Advisors/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. Plan and coordinate 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 lifestyles, coordinate the disciplinary actions taken in the residence hall and participate in disciplinary hearings in the Office of Student Life.
7. Attempt to be acquainted with all students in the hall and work to develop continued rapport with students.
8. Communicate, interpret and implement campus policies and procedures to hall residents.
9. Direct all 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.
10. Submit periodic reports to the Director of Residence Life.
11. Participate in all student development staff meetings, Resident Directors' meetings, meetings with the Director of Residence Life and all In-Service training.
12. Contribute to the professional development of the RD and Student Life staff, keeping apprised of new developments in student affairs and higher education.
13. Maintain memberships and involvement in professional organizations.

14. Initiate contacts and working relationships with the faculty and other campus resources in order to expand the learning impact of the residence hall program.
15. Serve as liaison and referral source between students and the Gordon administration.
16. Participate in an On-Duty rotation for Monday-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 but are not required to stay on campus for any minimum number of weekends aside from their responsibilities in the on-duty rotation.
17. Other reasonable and necessary duties as assigned by the Director of Residence Life, Dean of Student Care, and/or VP of Student Life.

Position Code: RES-RD

Grade: 7

FLSA Status: Exempt