



POSITION ANNOUNCEMENT

Position: Resident Director for Female Residence Hall

Department: Student Life

Reports to: Director of Residence Life

Responsibilities:

The Resident Director, under the supervision of the Director of Residence Life, is responsible for the coordination and development of the total residence program within his/her living area. The Resident Director is primarily an educator with a developmental philosophy, committed to helping residential students bridge their academic and interpersonal worlds. The Resident Director, with the Resident Assistants as support staff, intentionally plans a living-learning program that emphasizes the development of community through five intentional roles: Community Shaper, Learning and Growth Facilitator, Peer Support, Emergency Manager, and Student Life Representative.

The position is a 10-month, full-time, live-in position starting August 2, 2021. Compensation includes competitive salary, semi-furnished 2-bedroom apartment, meal plan, and eligibility for full university benefits.

Main Responsibilities:

Community Shaper

- Cultivate a Residence Hall environment that fosters community through caring relationships, accountability, and educational programming.
- Recruit, select, train, develop, and evaluate a staff of Resident Assistants who shape the community on their own floors

Learning and Growth Facilitator

- Develop and implement programming within the hall that encourages physical, intellectual, emotional, vocational, spiritual, intercultural and social wellness.
- Confront behavior that is harmful for students or is contradictory to university policies.
- Engage in meaningful conversations with students who have entered the conduct process and follow up on directives from their growth contracts

Student Support

- Develop rapport with students and provide initial counseling assistance
- Refer students to available resources including counseling services, health services, academic advising, student financial services, and spiritual life.
- Monitor students at high risk of transferring or withdrawing and provide care

Emergency Manager

- Prevent emergencies through educational programming, ensuring residence hall emergency equipment is maintained, and training residence hall staff.
- Respond to emergencies, delegate responsibilities, and provide follow up care

Student Life Representative

- Facilitate communication between the university's administration and students
- Supervise check in and check out procedures at the beginning and ending of each term
- Oversee the allotted budget and keep detailed records of expenses
- Report all maintenance needs and follow up on recurring issues
- Other duties as assigned

Qualifications:

- Master's Degree in Higher Education, Student Development, or related field preferred, Bachelor's Degree required.
- Seeking female candidates for female residence hall (BFOQ).
- Applicants with prior experience in Higher Education or a related field will be given first consideration
- Personal commitment to Christ and spiritual growth
- Candidate should possess an understanding of underrepresented students at predominantly White institutions and how to assist those students in achieving student success.
- Understanding the role of Residence Life in promoting holistic development

Benefits: This is a full-time position. Eligibility for university benefits.

Position Available: Immediately.

Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position. Background check is required.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.