The Resident Director is responsible for facilitating a positive residential learning environment that supports the mission of the institution. MACU serves students through a Wesleyan-Arminian perspective. This is a 12 month live-in position, beginning as early as January 2015. Masters preferred. Female preferred.

MACU Philosophy of Student Life

Student Life is the integration of classroom learning as well as emotional, social, and spiritual growth to produce a comprehensive and holistic approach to the development of students during their higher education experience. This approach includes partnering with academics through the following measures:

- aiding students with educational accessibility
- providing a wide range of programming
- creating space to worship and live in community
- exposing students to a multicultural environment

Student Life at a Christ-centered institution serves additional functions. Through programming and mentoring, students are encouraged to grow spiritually. This growth is given flesh when students are aided in their understanding of grace, accountability, community, worship and self-identity. These goals are distinctly Christian and can only be carried out by the power of Christ working in the lives of the students and the Student Life professionals.

To apply, please submit a Cover Letter, Resume and Application (found at http://www.macu.edu/index.php/university-information/employment) to humanresources@macu.edu. To aid us in finding the right mission-fit for our institution, please also include a faith statement which includes a brief personal testimony as well as your response to Mid-America Christian University’s Statement of Faith.

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<tr>
<th>Job Title: Resident Director</th>
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<tr>
<td>Division/Department: Student Affairs</td>
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<td>Reports to: Director of Student Life</td>
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<td>Position Type: ☒ Full-time  ☐ Part-time  ☐ Student Worker</td>
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POSITION SUMMARY:
The Resident Director is responsible for facilitating a positive residential learning environment that supports the mission of the institution. This is a live-in position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Since the Residence Director lives on campus, he is expected to be available to students at any time. This may include:

- Demonstrate the ability to make ethical decisions
- Help train and supervise 5 Resident Assistants (and aid in Student Life training for all RAs)
- Hold regular staff meetings and one-on-one meetings with RAs
- Work with the Student Life staff to determine housing arrangements each semester
- Give attention and comfort to students who experience personal or family crisis
- Make contact with students who are experiencing grief and communicating those issues with supervisor
- Support retention efforts by responding to early alert reports and concern reports that pertain to students
- Build mentoring relationships with students
- Facilitate conflict/resolution with between students
- Conduct student discipline meetings under the guidance of the Director of Student Life
- Follow up on handbook violation reports or concern reports as necessary
- Open room doors when students have forgotten their keys
- Report and follow up on maintenance problems/request in the residence halls
- Serve on at least one university committee
- Engage in professional and personal development activities
- Invest time visiting students, getting to know them on a personal level
• Set a positive example of holistic personal development for students
• Foster student integrity and development by giving spiritual, academic, and personal guidance
• Help to support Resident Assistants in their roles
• Identify opportunities to enhance campus life through programming, leadership training and campus activities
• Maintain expert understanding of all administrative and student policies as well as current issues in Higher Education
• Develop and maintain a vision for the RA staff that is communicable and encourages involvement in and ownership of the campus culture
• Support prospective student events
• Supervise either campus small groups or the University mail room (assigned by the Director of Student Life)
• Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES:
Manages six (5) Resident Assistants (RA’s). Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training RA’s; planning, assigning, and directing work; appraising performance; rewarding and disciplining RA’s; addressing complaints and resolving problems.

MEDICAL RESPONSIBILITIES:
For minor medical incidents, a first-aid kit is provided to administer necessary treatment. For non-urgent injuries, the RD is responsible for transportation of the student to the emergency room, hospital, or doctor office and immediately contacting the Director of Student Life. Incident reports must be filed for any medical incidents. CPR certification provided.

SOCIAL RESPONSIBILITIES:
Each RD is encouraged to attend or assist in some socials throughout the year, especially those that are designed for his/her gender or building. They are also strongly encouraged to support students by attending various school functions (sporting and music events, etc.).

Each RD may be asked to schedule small, informal “get-togethers” in his or her apartment for each cube. These small socials may be dinner, snacks, games, movies, etc. and are designed to enhance the relationship between students and RDs. Money for these socials may be requisitioned from the Student Life Office.

The RDs are also responsible for four educational/preventative programs each year.

OTHER DUTIES:
• Attend weekly staff meetings with the Director of Student Life.
• Attend weekly  one-on-ones with the Director of Student Life.
• Contribute to an on-going conversation of evaluating Residential Life policies with best practices for our university.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Bachelor’s degree (B. S. or B.A.) or equivalent from a four-year college or university; residential living/working experience preferred. A Master’s is preferred.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There may be weekend or evening hours required.