

## **Director of Housing and Residence Life**

### **Southwestern Christian University**

**POSITION TITLE:** Director of Housing and Residence Life

**POSITION SUMMARY:** The Director of Resident Life is a professional staff member who resides in the residence halls providing leadership to the Resident Life staff while managing all day-to-day operations of their assigned residential facilities. The RD reports directly to Vice President of Student Life.

**UNIT/DIVISION:** Student Life

**EMPLOYEE CLASSIFICATION:** Staff

**ACCOUNTABLE/REPORTS TO:** Vice President of Student Life

**POSITIONS REPORTING TO THIS POSITION:** Resident Assistants

**COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** Director of the Business Office, Academic department chairs and faculty, Director of CAPS, Coaches, Maintenance, and the President's Office.

**MINIMUM REQUIREMENTS:**

**A. Education**

- Bachelor's degree

**Preferred Qualifications**

- Proficiency using CAMS
- Proficiency using Google platforms and Microsoft
- Master's degree in higher education administration, college student personnel, or counseling preferred.

**B. Experience**

Strong interpersonal and communication skills. Ability to effectively work and interact respectively within a diverse environment. Supervisory abilities are required. Strong administrative, counselling, and crisis management skills utilized in this position.

**C. Faith Commitment**

A committed Christian able to demonstrate regular involvement in a local church fellowship; demonstrated integrity, honesty, fairness, and high moral, ethical and spiritual values; evidence of Christian humility, service, and character that engenders trust and confidence. Must be committed to honoring Pentecostalism and the Wesleyan Holiness tradition and is supportive of the educational mission of the University and its heritage.

#### D. Personal Characteristics and Disposition

Learner-centered; energetic and pleasant disposition; customer-oriented attitude; excellent organization and computer skills; self-motivated and goal oriented; ability to facilitate team effort as well as a high ability to work independently with little supervision; excellent written, oral and interpersonal communication skills; ability to work quickly to meet deadlines; strong work ethic and willingness to learn and improve in all aspects of the position.

#### **SKILLS, EXPECTATION, COMPETENCIES AND DISPOSITIONS:**

- Cultivate a positive and engaging living environment that fosters a sense of belonging and enables students to build positive relationships with each other.
- Maintains high visibility and availability including attending SCU events, regularly touring the campus, and interacting with residents and students.
- Maintain confidentiality and respect all FERPA regulations
- Superior oral, written, listening, interpersonal, presentation, and mass communication skills necessary to establish and maintain professional, effective working relationships with culturally diverse populations of students, faculty, staff, and constituents
- Proven ability to think strategically, prioritize effectively, and act decisively
- Demonstrated commitment to continuous improvement in the use of current and emerging technology to address challenges of student activities and operations
- Resiliency under pressure and de-escalation intervention skills

#### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Oversee and develop student leadership opportunities for Resident Assistants
- Host bi-weekly RA meetings
- Administer room checks for Resident Assistants
- Administer Town Hall meeting in the fall semester for all incoming resident students
- Evaluates and assesses university housing occupancy, retention, and projection trends
- Oversees the resident facilities to maintain a safe, secure, and healthy living environment
- Confirms that all room assignments and billings are completed and communicated to students
- Other duties as assigned

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*Southwestern Christian University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.*

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**Application Requirements:**

To be considered as a candidate, the applicant must submit the following documents and information:

1. Letter of interest
2. Curriculum vitae
3. Unofficial Transcripts (if selected for the position, official transcripts will be required)
4. Names, addresses, email addresses, and telephone numbers of at least three references
5. Statement of your understanding of the relationship between the integration of Christian faith and your discipline of study
6. Brief statement of personal faith journey and church involvements

**Mission:**

Southwestern Christian University is a Christ-centered liberal arts institution equipping students for a life of learning, leadership, and service; integrating faith, learning, and living; and empowering graduates to excel and to positively impact their world for Jesus Christ.

**Accreditation and Affiliation:**

Southwestern Christian University is accredited by the Higher Learning Commission and affiliated with the International Pentecostal Holiness Church.

[Southwestern Christian University complies with federal and state guidelines for non-discrimination in employment.](#)