



**WILLIAM JESSUP  
UNIVERSITY**

**JOB TITLE:** Assistant Residence Director  
**DEPARTMENT:** Student Life  
**SUPERVISOR:** Residence Director under the direction of Director of Residence Life and Housing

### **MAJOR PURPOSE:**

The part-time Assistant Residence Director (ARD), in support of the living area Residence Director (RD), will provide live-in leadership and oversight of students living in the Village residence halls (primarily female residents). Additionally, the candidate will help provide oversight of resident advisor staff, provide development of discipleship and support programs for residents, a partner in the development of educational co-curricular programs to augment student learning, address code of conduct issues, and provide oversight of residence hall facility and university property during the academic year.

### **PERFORMANCE MEASUREMENTS**

1. Perform co-leadership responsibilities with Residence Director of Resident Advisors as they plan and implement daily tasks and duties.
2. Orient and train Resident Advisors during leadership weeks. (August and January)
3. Maintain active involvement in students' lives – initializing relationships, providing counseling, academic advising, conduct, and contributing to the holistic development of every student within their hall.
4. Model spiritual maturity and a growing relationship with Jesus Christ.
5. Mentor students in their spiritual growth efforts.
6. Conduct weekly training for resident advisors.
7. Develop and implement quality, holistic, educational, social, spiritual and activities programming on a regular basis.
8. Assess residence life programs and the development of strategic planning for residence life.
9. Assist RD with conduct issues in the community.
10. Provide oversight of the daily functions of female residence (i.e. safety, maintenance, janitorial).
11. Perform periodic on-call responsibilities for residential campus.
12. Perform additional duties from Student Life department as assigned.

### **QUALIFICATIONS**

#### **EDUCATION/CERTIFICATIONS:**

- Bachelor's Degree required
- Willingness to pursue a Master's Degree in a related field (priority will go to candidates actively pursuing a Master's Degree)

#### **PREFERRED EXPERIENCE:**

- Former experience in College Residence Life programs
- Former living experience in residence halls.

**SKILLS/ABILITIES:**

- A strong and visible Christian Faith
- Strong organizational skills
- Proficiency in oral and written communications
- Public relations skills
- Ability and desire to work within a team environment
- Group leadership skills
- Counseling skills
- Teachable spirit and desire to learn.

**WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

**WORKING CONDITIONS:**

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

---

Employee Signature

Date