MAJOR PURPOSE:
Provide live-in/live-on management of assigned residential living area including but not limited to, oversight of approximately 200 residential students, lead a resident advisor staff, development of disciple mentorship programs, implementation of educational co-curricular programs in collaboration with faculty, and provide a safe and secure living learning environment with oversight of facilities and university property. Must show a commitment to develop genuine Christian community, an appreciation for diversity, and enthusiasm for investing in university students in fulfillment of the mission and vision of the University.

PERFORMANCE MEASUREMENTS
1. Develop and maintain a proactive Residence Life program reflecting the Christian values of the institution through professionalism, creativity, innovation and efficiency.
2. Supervision and development of resident advisors in the planning, leadership, and evaluation of programs, duties and responsibilities of their living areas.
3. Active involvement in the lives of residential students – initiating relationships, providing care and counsel, spiritual mentorship, academic advising, discipline, and contributing to the holistic development of every student within their living area.
4. Model spiritual maturity and a personal growing relationship with Jesus Christ
5. Plan and lead trainings and weekly meetings for resident advisor staff.
6. Development and implementation of quality, holistic, educational, social, spiritual and co-curricular programming on a regular basis to fulfill long-term strategic Residence Life goals.
7. Provide oversight of the daily functions of the residence hall (i.e. safety, security, maintenance, and custodial care of assigned living area).
8. Serve as a judicial officer in supporting student growth through redemptive conduct processes.
9. Assist housing by providing accurate residential records for individual living areas using Starrez including but not limited to, room changes and check-in and check-out procedures.
10. Oversee fiscal control of appropriate funds for the living area and programming budgets.
11. Abide by, understand, uphold, defend, and enforce University and Residence Life policies.
12. Serve as a professional member of the Student Life team, including contribution to staff meetings, shared events, and learning development initiatives.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
● Bachelor’s Degree required
● Master’s Degree or Master’s in process (Student Development, Education, or Leadership Studies)

REQUIRED KNOWLEDGE:
● Former experience in college Residence Life programs
● Former living experience in residence halls.

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SKILLS/ABILITIES:
- A strong and visible Christian Faith
- Strong organizational skills
- Proficiency in oral and written communications
- Public relations and event planning skills
- Ability and desire to work within a professional team environment
- Group leadership skills
- Counseling and pastoral care 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

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