Position: Women’s Residence Hall Director and Assistant Dean for Residence Life

Position Description: Residence Hall Director (Women’s Hall with 50 upper-class residents and five student RAs) and Dean of Residence Life

The position of Residence Hall Director is directly related to the accomplishment of Montreat College's educational mission. A Residence Hall Director serves students in an educational capacity within the residential environment through planned and unplanned educational opportunities, formal and informal.

The Assistant Dean for Residence Life is responsible for developing and managing the residence life program at Montreat College.

Primary Responsibilities
Facilitate student interaction and provide opportunities for their growth and development: encourage student involvement through social and educational programs. Supervision, training and development of a student staff of resident assistants: Assist in providing in-service training through weekly staff meetings and regular one-on-one mentoring opportunities. Manage and communicate regarding physical facilities, living environment, safety and security of residents and facilities.

Duties
- Supervision of three Residence Hall Directors
- Assuring that all safety policies are followed
- Coordinate residence hall education and social programming
- Serves on the campus Safety Net Team
- Responsible for new and continuing student housing assignments
- Other duties as assigned by the Vice President for Student Services and Dean of Students
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• Other duties as assigned by the Vice President for Student Services and Dean of Students

Qualifications, Skills, and Characteristics:
• Agreement with the Montreat College statement of Faith.
• Self-motivated with ability to work independently.
• Effective communication and positive interpersonal skills to relate to all college constituency groups.
• Possess an enthusiastic and maturing Christian faith and be committed to leadership at a dynamic and growing Christian college where integration of faith and learning is paramount.
• Desire to create and maintain a culture of service.
• Ability to network and develop beneficial partnerships.
• Residence Life experience preferred. Relevant organizational and ministry experience is a plus.
• Excellent communication skills, both written and spoken. Organizational and managerial skills.
• Commitment to demonstrating an active Christian faith through personal example and interaction with students.
• Able to communicate effectively; flexible; innovative; creative and energetic; aptitude for detail-oriented tasks.
• Bachelor’s degree required, Masters degree in related field preferred.
• A minimum of two years in residence life management.

Compensation: Competitive salary and benefits for full-time position

Starting Date: August 1, 2014

Application Deadline: April 15, 2014

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Montreat College, located near Asheville in the mountains of North Carolina, is the only Council for Christian Colleges and Universities (CCCU) School in North Carolina, and has the following mission: Christ-centered, Student-focused, Service-driven: equipping agents of transformation, renewal, and reconciliation.