



Job Title: Residence Director (Graduate Assistant) (Male)
Department: Residence Life/Student Services
Reports To: Director of Community Life/Assistant Dean of Students
Status: Graduate Assistant
Location: Montreat, NC

Job Description:

The position of Residence Hall Director is a vital role in fulfilling Montreat College's Christ-centered mission. A Residence Hall Director serves students in a co-curricular capacity within the residential environment through planned and unplanned educational opportunities, crisis response, management of the complex facility, supervision of the Resident Assistant staff, responding to student handbook violations, and other administrative needs. This is a 10-month live-in position that requires the employee to be a full-time graduate student in the Master of Science Management and Leadership (MSML) or the Master of Arts Clinical Mental Health Counseling (CMHC) program in the Adult and Graduate Studies (AGS) program of Montreat College.

Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Montreat College as found here: <https://www.montreat.edu/about/mission/>

Candidates will meet the following requirements:

- Support Montreat College's Christ-centered mission, vision, and educational objectives through effective and holistic co-curricular programming through the office of Residence Life
- Mentor and supervise student Resident Assistants (RAs), including bi-weekly one-on-one meetings, weekly staff meetings, performance evaluations, etc.
- Proactively engage in departmental and institutional persistence efforts to meet retention goals.
- Lead, challenge, and support, a team of student staff (Resident Assistants) through a developmental process of planning, publicizing, implementing, celebrating, and reflecting intentional community programs
- Responsible for the ongoing supervision, training, and evaluation of student staff relevant to designated areas of student life
- Participate in an "On-Call" Rotation with the other Residence Life Professional staff
- Respond to various emergency situations, acting as a resource and point person for providing care and support
- Play an active role in assisting and supporting all housing policies and guidelines, working in tandem with the Housing Coordinator position
- Assist with the preparation and implementation of all RA training sessions (occurring in each semester), acting as a helpful resource for the Residence Life Professional team as tasks and needs become apparent
- Contribute to the RA selection process through various marketing tasks, assessing candidates, and participating in the completion of the hiring process

- Collaborate with other colleagues including faculty and other student life staff to fulfill the department's mission within the college
- Facilitate all residence hall check-ins and check-outs, which would include management and inventory of the keys along with providing guidance on the room change process
- Provide adjudication and continual support for residence life related student conduct
- Maintain a presence at weekly residence life staff meetings along with any student services meetings that may be held
- Conduct a consistent presence within the residence life and student life offices while also remaining available outside of office hours in case residential student needs may arise
- Partner with various departments across campus which may include, but are not limited to; Spiritual Formation, Student Engagement, Academic Affairs, Event Services, Conference Services, Dining Services, Facility and Maintenance Staff, Counseling Staff, Campus Safety, Health Services, etc.
- Engage in weekly to biweekly one-on-one meetings with the Director of Community Life for both professional and personal development
- Serve on departmental and institutional committees as needed
- Perform other duties as assigned by supervisor

General Requirements:

- Affirm and support the Montreat College Statement of Faith and Community Life Covenant
- Self-motivated with ability to work independently
- Desire to create and maintain a culture of servant leadership and excellence
- Residence Life experience preferred
- Excellent communication skills, both written and spoken
- Organizational and managerial skills
- Commitment to demonstrating an active Christian faith through personal example and interaction
- Flexible; innovative, creative and energetic; detail-oriented
- Bachelor degree required

Physical Demands

- Respond to emergency situations when participating in "On-Call" or during office hours
- Work varying hours both during weekdays and weekends on an as needed basis
- Climb up multiple flights of stairs
- Ability to lift and carry items 30 lbs or less between various buildings on campus

- Contain and operate a valid driver's license in order to drive a motor vehicle

Grad School Responsibilities:

The Graduate Assistant Residence Director will complete the MSML (2 years) or CMHC (3 years) degree within the allotted # of academic years.

Application Requirements/How to Apply:

Review of applicants will begin immediately and continue until the position is filled. Candidates are requested to send the following materials:

- Completed [application](#)
- Cover letter
- Resume or Curriculum Vitae
- Faith Statement
- List of 3 references with contact information

Send materials by email to:

Mary Ann Heinen
Administrative Assistant for Student Services
Montreat College
mheinen@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.