



Job Title: Honors Program Coordinator and Residence Director

Department: Honors Program and Student Life

Reports To: Honors Program Director and Assistant Dean of Students

Status: Full-time, Benefitted

Location: Montreat, NC

Position Summary:

Montreat College is seeking an energetic and motivated individual who is committed to the Christian liberal arts and its call to love God and neighbor by serving as our new Program Coordinator & Resident Director for the Montreat College Honors Program. In the last four years the Montreat College Honors Program has grown from 20+ to nearly 80 students and is projected grow to over 100 students in the next year and beyond. This year we have added two Honors Houses for upper-class honors students. This individual will take the lead on building out the programming for our honors community outside of the classroom curriculum and therefore, must work well in collaborative settings. This new hire will work collaboratively with the Honors Director and other faculty in supporting our honors students who are deeply motivated by a desire to serve and an eagerness to think and live well. As the Honors Resident Director this individual will also work closely with Residence Life to respond to crises in their Honors Houses, to manage the use of the houses, to supervise their RAs, and to respond to student handbook violations. This is an 11-month position.

Honors Program Coordinator & Resident Director:

- Meet weekly with the Honors Program Director
- Develop the co-curriculum for the Honors Program in consultation with the Honors Director. This would include
 - cultivating local relationships for service in Buncombe County
 - coordinating honors class discussions in the houses with honors professors
 - developing and coordinating studies on the Bible, the cultivation of virtues and other topics with honors Resident Assistants (RAs), and occasionally the Dean of Spiritual Formation
 - planning and leading extra-curricular outings necessary for the social life of the program
- Plan the logistics for the Honors Lecture Series annually
- Assist the Honors Director in the months of May and June with planning for the following year, including Welcome Week
- Assist the Honors Director in communicating with in-coming honors students over the summer months
- Assist the Honors Director in interviewing and hiring the Honors Student Assistant
- Maintain strong collaborative relationships with Residence Life staff and the Assistant Dean of Students
- Proactively engage with the Assistant Dean in co-curricular persistence and retention progress in the Honors Program.
- Mentor and supervise student RAs, including bi-weekly one-on-one meetings, weekly staff meetings, performance evaluations, etc.
- Be responsible for the ongoing supervision, training, and evaluation of student staff relevant to designated areas of student life
- Play an active role in assisting and supporting all housing policies and guidelines, working in tandem with the Housing Coordinator position, especially as it relates to housing honors students whether that's in honors housing or general housing.

- 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
- 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 with focus on RA’s for the honors program.
- 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
- Be present at weekly residence life staff meetings along with any student services meetings that may be held
- Be consistently present 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 biweekly one-on-one meetings with Assistant Dean for professional and personal development
- Serve on departmental and institutional committees as needed
- Perform other duties as assigned by supervisor(s)

General Requirements:

- Affirm and support the Montreat College Statement of Faith and Community Life Covenant <https://www.montreat.edu/about/mission/>
- Ability to create good will with staff, faculty and students
- Excellent communication skills, both written and spoken
- Ability to multi-task and manage multiple initiatives happening simultaneously
- Management experience preferred
- Interpersonal skills to reach out to county organizations and develop relationships
- Commitment to the holistic care of students
- Knowledge of honors education and a continuing commitment to professional development in this area
- Commitment to Christian liberal arts education
- Previous experience in residence life preferred
- Previous experience in honors education preferred
- Commitment to an active Christian faith through personal example
- 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

Application Requirements/How to Apply:

Review of applicants will begin immediately and continue until the position is filled. Position to begin July 2021. Candidates are requested to send the following materials:

- 1) Completed <https://www.montreat.edu/about/job-openings/application/>
- 2) Cover letter composed with the candidate's fit for the position clearly articulated
- 3) Resume or Curriculum Vitae
- 4) Faith Statement
- 5) List of 3 references with contact information

Send materials by email to:

Diana Rice
Administrative Assistant for Academic Affairs/Student Life
Montreat College
diana.rice@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. Additional locations in Asheville, Charlotte, and Morganton 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.