



Position: Director of Residence Life

Department: Student Life

Reports To: Assistant for Student Life/Director of Community Life

Status: Full-time, exempt, 12-month position

Summary:

The Director of Residence Life leads the residential student experience through provision of healthy, Christ-centered living environments that promote intentional community devoted to the holistic growth of each student. This role plays a critical part in the supervision of the Residence Life team, management of the multiple site locations and residential programs, and supporting the onboarding of new students.

First Year Experience

- Support the onboarding of First Year students to the college through initiatives that help equip and prepare students for college readiness (pre-college) through the duration of their first year
- Assist with Cav Connect summer orientation events and related programming in the onboarding process
- Assist Director of Community Life with leadership of Welcome Week 1.0 and 2.0
- In conjunction with the Student Life, Academic Affairs, and the Thrive Center, works to design, assess, and refine the First Year Experience (FYE) programs, including orientations, first-year student programming, and assists with FYE/gateway courses
- Proactively engage in departmental and institutional persistence efforts to meet retention goals
 - Serve and care for assigned high risk student cohort with tenacity that promotes student success

Residence Life

- Support persistence and retention efforts through management of Catalyst (relational retention software) and Safety Net teams, ResLife ICU's, administering of the housing card and placement system
- Ensure Delivery of holistic co-curricular programming through Residence Life that support the college's educational objectives and Christ-centered mission (hall socials, small groups and Bible Studies, intentional programming, community building activities)
- Train and supervise and the Residence Life staff (Residence Directors and Resident Assistants).
- Edit and update the Residence Director Manual, and developmental training process in collaboration with Assistant Dean and Vice President for Student Life
- Provide Student Handbook recommendations for new and revision of existing policies and protocols
- Management of ResLife-specific conduct cases and assisting with other cases as needed (Title IX investigation and adjudication)
- Provide professional development opportunities for Residence Life Staff
- Administer the supervision of residence break housing and supervision coverage
- Assist in departmental retention efforts through administering and collecting housing cards and assisting with housing placements.

Multi-Site ResHall Management

- Lead the marketing, branding, and related community building efforts with relevant stakeholders to bridge the multiple site locations for student housing

- Provide site management and response with contracted housing partners at off campus locations related to all facets of the residential operation (marketing/branding, programs, conduct, facility issues, partner relations)
- Manage the communication with appropriate persons regarding physical facilities, living environment, and the safety and security of residents.

Additional

- Serve in an “on-call” rotation for student emergency response on weekdays and weekends during the academic year and work with Athletic Department and Academics as necessary for accommodations pre and post semesters (December, May, and August)
- Partner with Student Life staff in coordinating new and continuing student housing assignments
- Serve on departmental and institutional committees as needed
- Perform other duties as assigned by supervisor

General Requirements

- Affirm and support the college’s Statement of Faith and Community Life Covenant. Found here <https://www.montreat.edu/about/mission/>

- Self-motivated with ability to work independently
- Desire to create and maintain a culture of servant leadership and excellence
- Residence Life experience preferred
- Management 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, Master degree in related field preferred

Qualifications/Expectations: A welcoming, service-oriented person who relationally connects well with people and capable of getting tasks done in a timely manner. Desire to create and maintain a culture of servant leadership excellence. Must be a good communicator who is highly organized, detail oriented, and able to adapt. Strong interpersonal skills. Ability to work independently and meet deadlines with good time management skills. A qualified candidate will be able to affirm and support the vision, mission, statement of faith, and community life covenant of Montreat College.

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:

- 1) Completed application <https://www.montreat.edu/about/job-openings/application/>
- 2) Cover letter
- 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

studentlife@montreat.edu