

COLUMBIA BIBLE COLLEGE

Job Description - Resident Leader



What would dorms be like without people who initiate fun community events, are a friendly welcoming presence, and are a support for questions and challenges that come up? Resident Leaders are the front-line providers of care and leadership in the dorms. They get to work with other RLs and the Residence Director for a great cause, making dorms a positive and memorable experience for everyone!

Resident Leaders (RLs) are crucial in helping to establish a community environment within the residences that is conducive to academic, spiritual, and social development. Shaping culture is one of the most important goals of Student Leaders, with an emphasis on dorm life for RLs. This is primarily done through leading weekly unit meetings and the building of intentional relationships with students under their care. The RL is to be a student who displays an authentic and growing relationship with Jesus and has a desire to support holistic growth in the lives of others. RLs play a vital role in assisting students to navigate their College experience at Columbia.

Resident Leaders are required to meet the following expectations:

- The RL must be a mature, responsible student, who is respected within the CBC community.
- The RL is expected to uphold all CBC community standards.
- The RL is expected to have completed at least one year of academic studies at CBC.
- The RL is expected to have a 2.5 cumulative GPA.
- The RL is limited to 15 academic hours per semester not including leadership connection.
- The RL is limited to one extra-curricular commitment beyond their leadership role.

Compensation:

- The RL will receive a \$2,000.⁰⁰ stipend for the academic year.
- The RL may be eligible to receive Service Practicum credit for their role.
- The RL has the opportunity to apply for a Resident Discount (applicable only to third and fourth year students; Awards are between \$1,000.⁰⁰ and \$1,500.⁰⁰).

Job Responsibilities:

1. Pastoral Care:

- Create and cultivate a culture conducive to the spiritual growth of residence students primarily through the leading of weekly Unit Meetings, mentoring and modeling a Godly life.
- Pursue intentional relationships with each student in your Unit.
- Seek to promote a safe place for connection among students.
- Facilitate and encourage an atmosphere conducive to study in the residences.
- Be available to counsel students within the limits of your training and abilities on academic, social and spiritual matters. When beyond the limits of your training and abilities refer students in need of more in-depth assistance to the appropriate individual (RD, Dean of Students, or the Counselling Services Supervisor).
- Be aware of the health and wellbeing of students in your Unit; report any concerns, extended illnesses, or absences from residence to your Residence Director (RD) as soon as possible.

- Be on-call 1-2 weekends per semester for minor incidences (locked out of rooms). An on-call phone will be provided.

2. Accountability and Support:

The RL is responsible to:

- Maintain a close working relationship with their respective RD.
- Attend weekly meetings with their RD for mentorship, accountability and encouragement (one-on-one and group).
- Assist the RD as requested in planning or facilitating residence programs.
- Share information pertaining to residence life as well as communicate, clarify, and uphold school policies to residence students in a consistent manner.
- Maintain positive working relationships with fellow student leaders while at the same time recognizing that you are part of the larger Student development team.
- Address issues of cleanliness and damage within residences. Submit all maintenance issues by logging into MYCBC on the website and selecting 'maintenance request'.
- Attend all chapels and Dorm Fellowships.
- Assist in the setup, take down and facilitation of new student welcome and Orientation at the beginning of both the Fall and Winter Semesters.
- Be in full attendance at the Fall and Winter Leadership Retreats as well as all weekly Leadership Connections.