

# COLUMBIA BIBLE COLLEGE

## Job Description – Female Resident Leader



The mission of Women's Residence Life is to equip women for a life of discipleship.

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, mentoring, modelling and creating spaces on campus that grow discipleship. 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.<sup>00</sup> 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.<sup>00</sup> and \$1,500.<sup>00</sup>).

### **Job Responsibilities:**

#### **1. Culture Formation:**

- Create a cultivate a culture that encourages the holistic growth of residence students, including but not limited to spiritual formation and communal living skills.
- Lead weekly Unit Meetings to promote a place for connection among students.
- Facilitate and encourage an atmosphere conducive to study in the residence.
- Share information pertaining to residence life as well as communicate, clarify, and uphold school policies to residence students in a consistent manner.
- Model good relationships, and a well-balanced life centred on Christ.

#### **2. Pastoral Care:**

- Pursue intentional relationships with each student in your Unit.
- Walk alongside 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 RD.
- Connect students with available resources on campus [Academic Support, Counselling Services, Residence Director].

- 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.

### **3. 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.
- Maintain positive working relationships with fellow student leaders while at the same time recognizing that you are part of the larger Student development team.
- Attend all Chapels and Leadership Connections.
- 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.