



Female
Residence Director

*Columbia exists to equip people for a life of discipleship,
ministry, and leadership in service to the church and community.*

Department:	Student Development
Faculty/Management/Staff	Staff, Non-management
Load	100%; August 1– April 30 80%; May 1 – July 31
Pay Scale	\$33,250 - \$37,000 year (plus residence)

Job Purpose

The Female Residence Director (RD) is a non-management, professional staff member, residing on campus, and is responsible for the implementation and development of community life programming in CBC's residences. This position is designed to provide leadership primarily to student leaders (Resident Leaders). They will mentor, disciple, and equip students to become mature followers of Jesus within a college resident setting. They will provide assistance in the ongoing management of the college residence.

Duties and Responsibilities

- To provide leadership and support for resident student leaders.
- To provide mentoring & discipleship to students.
- To assist in managing the needs of resident students.
- To be the "first response" for students.
- To initiate contact with resident students in order to develop relationships and create ministry opportunities.
- To intervene in constructive and restorative ways in student problems and behavior as they arise
- To assist in planning and implementing of programs for leadership training (i.e. Leadership Training Week and Leadership Connection).

Schedule "A"

- To assist in management of residential facility and general hall operations, including student resident placement.
- To assist with recruitment, selection and training of student leaders.
- As appropriate, manage student conduct in accordance with college responsibilities of membership and accountability procedures.
- Job hours are non-traditional and consist of times of being on duty and evening responsibilities with students (i.e. dorm fellowship, unit meetings, room checks). Flexibility in hours is to be expected.
- To assist in planning and implementing Orientation Week activities (e.g. New Student Orientation).
- To share in weekday and weekend emergency "on-call" responsibilities.
- Serve on various committees which relate to specific areas of responsibility.

Qualifications

A. Education:

- A BA graduate, preferably in human services, youth work or similar field of study.

B. Experience:

- 2 years previous work with post-secondary student population, youth ministry, or involvement in student leadership is desirable.
- Member or willingness to become a member of the Canadian Association of Christians in Student Development.

C. Skills and Abilities:

- The ability to model what it means to be a whole-hearted follower of Jesus.
- The ability to lead a team of college student leaders.

D. Expectations

- To model to students in character and behaviour the Staff & Faculty Attributes
- To be a good team player in Student Development (specifically Community Life), recognizing that they are part of the larger team.
- To live in Residence; a separate apartment is provided.
- To work as a team to develop creative, corrective and redemptive procedures (i.e. contracts, work duty, probationary procedures, etc.) in disciplinary matters.

Schedule "A"

- To work alongside Facilities and Security staff in creating a safe and secure environment for students.
- To note and report maintenance needs of the Residence Buildings to the Facilities Department.
- Agreement with and commitment to the CBC Mission Statement, BCMB or MCBC Confession of Faith, Responsibilities of Community Membership Statement, and Religious Freedom & Human Sexuality Position Statement.
- Maintain membership in good standing in a local biblically based Christian church that aligns with Columbia's theological perspectives and values.

Working Conditions

Campus and dormitory environment.

Physical Requirements

No excessive physical requirements.

Statement of Relationships

- The Residence Director is accountable to the Dean of Students as their immediate supervisor.
- Supervision of Resident Leaders as assigned.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____