

COLUMBIA BIBLE COLLEGE

Equipping people for a life of discipleship, ministry, and leadership in service to the church and community

Female Residence Director

Department:	Student Development
Reports To:	Dean of Students
Classification:	Staff, Non-Management
Hours:	<ul style="list-style-type: none">• 100% (40 hours per week) August – April 30• 80% (32 hours per week) May 1 – July 31
Term:	Ongoing
Salary Range:	\$35,4000 - \$37,000 plus on-campus residence
Location:	On-site, Abbotsford, BC

Role Purpose

The Female Residence Director (RD) is a relational, ministry-focused leader who resides on campus and gives direction to the lived experience of students in residence. You will mentor young adults, develop and support Resident Leaders, respond to student needs, and foster a safe, Christ-centered community where students are known, supported, and encouraged to grow in maturity and faith.

The Opportunity

This role allows you to invest deeply in the lives of college students—walking with them through transformative seasons of discipleship, personal formation, and community life. As an integral part of Student Development, you will shape the spiritual and relational culture of the residence hall through programming, mentoring, leadership development, and restorative practices.

Who We're Looking For

We're seeking a committed follower of Jesus who loves young adults, thrives in relationship-driven ministry, and brings a warm, steady presence to residence life. You are someone who:

- Demonstrates Christian maturity and a heart for mentoring
- Communicates with clarity, compassion, and confidence
- Leads and develops student leaders with grace and accountability
- Handles conflict and crisis with wisdom, calmness, and discernment
- Works collaboratively and joyfully within a team
- Embraces the unique rhythms of residence life, including living on campus and some evening and weekend responsibilities

Key Responsibilities

Community Life Leadership

- Mentor and disciple resident students
- Provide leadership, supervision, and support to Resident Leaders
- Build meaningful relationships and create opportunities for spiritual growth

Resident Operations

- Support hall operations, room placements, and facility coordination
- Participate in the on-call rotation and respond to after-hours resident student needs
- Report maintenance issues and partner with Facilities and Security to ensure a safe and secure environment for students

Student Care & Conduct

- Act as a primary point of contact (“first response”) for resident student concerns
- Address student conduct issues using constructive, restorative approaches
- Uphold community standards and accountability processes

Leadership Development & Programming

- Assist in selecting and training Resident Leaders
- Support leadership development programming including Leadership Training Week
- Participate in planning and implementing Orientation Week
- Serve on relevant Student Development committees

Our Core Values

Columbia Bible College is shaped by four core values that guide everything we do. We seek team members who embody these values and who see excellence as a form of worship:

- **Following Jesus Wholeheartedly:** We worship Jesus Christ as the one true King and seek to model a life that embodies his transforming work in the world.
- **Pursuing the Truth with Humility:** We are curious and courageous, seeking truth, building trust, and bearing witness to what we believe by the power of the Holy Spirit.
- **Caring for the Good and Growth of One Another:** We believe people matter because they are created in the image of God. We invest in relationships, pursue growth, and seek to cultivate a Christ-centered community.
- **Doing Together What Needs to Be Done:** We commit to and engage in God’s holistic mission to reconcile all things to himself; together we lean in, and together we serve.

*In all we seek to **Serve with Excellence:** We believe that excellence in our work honors God and serves those around us. We bring our best to every task, not out of perfectionism, but as an act of worship and stewardship.*

Professional Skills and Qualifications

Required

- Demonstrated ability to model what it means to be a whole-hearted follower of Jesus
- Strong interpersonal, leadership, and conflict-resolution skills
- Ability to lead and mentor a team of college student leaders
- Ability to work collaboratively as part of Student Development
- Willingness to live on campus; a separate apartment is provided
- Willingness to join the Canadian Association of Christians in Student Development
- Basic First Aid certification or willingness to get certified

Preferred

- Bachelor's degree (human services, youth work, or related field)
- Minimum two years of experience in post-secondary student life, youth ministry, or student leadership

Faith and Character

All employees must be in agreement with and committed to each of the following:

- CBC Mission Statement
- BCMB or MCBC Confessional Statement
- Responsibilities of Community Membership Statement
- The Association of Biblical Higher Education (ABHE) Tenets of Faith
- Active participation in a local Christian church

What We Offer

- **Purpose-Driven Work:** Contribute to an organization that is shaping the next generation of Christian leaders
- **Comprehensive Benefits:** Extended health and dental coverage, employer-matched pension plan, generous tuition discounts for employees and dependents, on-campus lodging, cell phone and meal plan allowances
- **Christian Community:** Work alongside colleagues who share your faith and values
- **Campus Amenities:** Access to gym facilities, library, and cafeteria discounts

How to Apply

Please submit your resume and a cover letter explaining your interest in this position and how your experience aligns with Columbia Bible College's mission. Applications should be sent to:

hr@columbiabc.edu

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Columbia Bible College | 2940 Clearbrook Road, Abbotsford, BC V2T 2Z8 | columbiabc.edu

Columbia Bible College is committed to creating a diverse environment. All qualified applicants will receive consideration for employment consistent with our faith-based requirements.