

## Associate Director of Residence Life

### The Big Picture:

The Associate Director of Residence Life is responsible, as a member of the student life staff, to translate overall philosophy and objectives of the university into practical and meaningful programs, activities, and services for residential students. The Associate Director of Residence Life also has Area Coordinator duties that are a "live on campus" position, which supervises a residential area on campus.

### Core Responsibilities:

- You will provide leadership and direction for all aspects of student leader recruiting.
- You will support and train the Assistant Area Coordinators by meeting weekly with them as a team through the fall and twice a month through the spring.
- Operationally, you will be responsible for overseeing all Residence Life publications, including editing, formatting, and publications. These publications include but are not limited to Residence Life manuals.
- You will monitor all 24 hour crisis intervention responsibilities by Area Coordinators. Create "On-Duty" semester schedules and provide leadership and training for procedures of opening and closing residential housing. In collaboration with the Director of Housing, produce marketing tools, train student leaders, and provide check-out training.
- You will provide leadership to the Residence Life department concerning residential opening and closing procedures.
- Assist in the student accountability process, including counseling the Residence Life staff in disciplinary matters to ensure that discipline is contextual, timely, educational, restorative, and redemptive.
- Supervise a student staff of 10 Resident assistants.
- Provide avenues for community development through administration of Student Life policies and community expectations.
- Supervise educational programming in the living area.
- Facility management and supervision.
- Hire, train and evaluate all student staff under direct supervision.
- Provide assistance with crisis management, conflict resolution and mediation for students as needed.
- Serve as an institutional Title IX investigator and advocate.
- Share on-call coverage with Residence Life staff; including responding to emergencies and solving issues when necessary-specifically for weekend coverage.
- Participate fully in developmental activities of the division including goal setting, budget adjudication and assessment.
- Participate in student leader training through the year as requested.
- By actions, words and lifestyle, be a Christian role model to students, whether through casual contact or in a formal advisory role.

**OPENING DATE:** February 3, 2017

**LOCATION:** Newberg, OR

**WORK SCHEDULE:** July 16 – May 31 (10.5 Months), each year

**START DATE:** July 16, 2017

**STARTING COMPENSATION:** \$31,445 to \$39,306, DOE

**REPORTS TO:** Associate Dean of Students

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### TO APPLY:

Submit a George Fox University application, resume, and letter of interest to:

Office of Human Resources  
George Fox University  
414 N. Meridian, No. 6108  
Newberg, OR 97132

You may scan and submit your information via e-mail to [hr@georgefox.edu](mailto:hr@georgefox.edu) or fax to 503- 554-2186. A resume will **not** be accepted unless it is accompanied by a signed George Fox University application.

A link to our application can be found at:  
<http://www.georgefox.edu/offices/hr>. It is in fill-able format. However, it must be printed to initial and sign it.

The university reserves the right to fill the position as circumstances warrant.

## Essential Skills:

- A Master's degree.
- Five years of progressively responsible experience in a Residence Life setting at a college or university.
- Experience in experiential education and in cross-cultural (domestic and international) communication and interaction, preferred.
- Excellent detail orientation, as well as the ability to effectively analyze, problem-solve, plan, and organize.
- Good interpersonal, oral and written communication skills and ability to work well with other departments; bilingual helpful.
- Discretion and integrity in maintaining confidentiality.
- Experience in managing people and facilities.
- Experience with editing and publishing helpful.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described on our website.
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns, and connects culturally.

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