

WESTMONT COLLEGE

Resident Director

Student Life

Qualifications

A Master's degree in an area relating to student development, or BA and at least 2 years full-time experience related to student development. Additional requirements include:

- Demonstrated competence in relational, interactive, helping, and confrontational skills; and ability to teach in both formal and informal settings
- Strong organizational skills with an ability to develop and utilize schedules, organize time, supervise staff, manage a residence facility, and provide leadership for a project from the beginning through completion
- Demonstrated ability to provide leadership, and experience in collaborating with faculty and staff.
- Practical understanding of the varying developmental needs of college students in community settings and a strong commitment to developing diverse and redemptive communities.
- A strong and demonstrated commitment to the Christian faith, and a desire to grow both personally and professionally.
- Ability to support the college's mission as a high quality Christian Liberal Arts College.

Responsibilities

The Resident Director is responsible for facilitating the implementation of the developmental goals of the Student Life Department at Westmont College through the organization, supervision, and direction of a coed residence hall complex housing 200-280 students.

- Facilitates a living and learning environment that challenges and supports residents in ways that are appropriate to their intellectual, emotional, relational, physical, and spiritual needs, and is consistent with the mission and purpose of the college. This will include, but is not limited to, personal contact with students, positive modeling of Christian maturity, informal counseling, coordinating educational and social programming, and assisting residents in conflict resolution.
- Responsible for the on-going supervision, training and evaluation of student staff.
- Actively challenges students in the area of faith development and the relationship of faith and learning.
- Administers and oversees the services of the residence hall complex. This includes managing the "RA store" operations, maintaining regular contact with maintenance personnel, and managing the residence hall budget.
- Promotes appropriate life choices by students and holds residents accountable to the standards in the "Living in Community" agreement. This includes enforcing the "Behavioral Expectations", making disciplinary referrals to the Associate Dean for

Residence Life, and consulting with the Dean's Office regarding student behavior problems.

- Assists in selection and training of student staff including assisting teaching the fall Resident Assistant class.
- Participates in Imprint—an annual wilderness experience included as a component of the RA training program
- Collaborates with other colleagues, including faculty and other student life staff, to fulfill the department's mission within the college. This includes regular attendance at divisional meetings and faculty forums, appropriately advocating for student needs and concerns to the Dean's Office, and participating in committees when needed.
- Actively pursues personal and professional development. This includes maintaining healthy "habits of the heart" and Christian maturity, keeping current on the literature of student development, attending professional meetings or conferences, and taking advantage of continuing educational opportunities.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned by the Associate Dean for Residence Life

Reports to: Associate Dean for Residence Life

Application Procedure: Submit resume and application at:

<http://webapps.westmont.edu/cgi-bin/WebObjects/employagreement.woa/wa/hr>

Applications due **February 28, 2012**. The position remains open and applications reviewed until filled. Campus interviews are anticipated for the end of March, 2012.

Position Begins: July 16, 2012